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X Collection

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Page: 1

Barcode Number	Box Number	Total of Volumes	Call Number
LIBRARY OF CONGRESS  0 029 767 690 8	2199A	193	Z673.A5 no. 1-193 (1941-1945)
LIBRARY OF CONGRESS  0 029 767 691 A	2199B	116	Z673.A5 no. 194-309 (1947-Undated)
LIBRARY OF CONGRESS  0 029 767 692 1	2200A	40	Z673.C7C29- Z693
LIBRARY OF CONGRESS  0 029 767 693 3	2200B	53	Z695.9- Z733.B1429

LIBRARY AND RELATED FILMS

Compiled By

Francis H. Henshaw

for the

Public Relations Committee of

The American Library Association

Revised November, 1941

The following list of motion picture films was compiled from information obtained from a widely distributed questionnaire and from catalogs received from film distributors throughout the country. As the winter catalogs of many distributors have not been issued, it has not been possible to achieve completeness. It is believed, however, that the list includes most of the films available on library techniques, books, printing, binding, and paper manufacture. It is suggested that information concerning any film in which you are interested - other than those having only one source given - be solicited from a distributor located in your area. In each instance the information available is given in the following order: title, number of reels (or running time), size in mm., type (silent or sound), distributor(s), subject or annotation. Numbers after rental refer to key list of distributors; the amount in parenthesis is the cost. The American Library Association has no films to lend, but refers borrowers to original sources.

AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago, Illinois

FOR IMMEDIATE RELEASE

DEC 31 1941

READING INTERESTS IN 1941

Wars and rumors of war are responsible for a decrease in the nation's reading and for drastic changes in the types of books read during 1941, according to the annual December survey of reading interests by the American Library Association. The report is based on summaries by librarians in representative communities all over the country.

The Association finds that readers have been thinking seriously about world conditions and the war, if their choice of library books proves anything; and that they have been thinking in terms of what might happen to them as the war progresses. Shirer's Berlin Diary was voted the most popular book of the year in all libraries responding.

PAMPHLET
COLLECTION

The Norfolk (Va.) Public Library reported that books on the war abroad and happenings in the world at large were greatly in demand before December 8. Since then requests have been numerous for books on home defense, particularly blackouts, shelters and fire-fighting. Before December 8 no libraries excepting those in a few coastal cities reported any appreciable interest in defense measures.

Next in demand to books about the war and world conditions come requests for books and material on jobs and defense industry. While there is some decrease in circulation in almost all libraries due to increase in employment and work hours, training and industrial centers report an all-time peak circulation of technical books. Reference and reading rooms everywhere report an increase in use and in the number of questions asked.

The Science and Engineering Department of the Denver Public Library is swamped with requests for books on defense industry from those who have jobs

Gift
Publisher

(MORE)

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JAN 15 1942

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#2

PROFESSIONAL EXHIBITS AT A.L.A. CONFERENCES

In order to enable the A.L.A. conference management to operate within the budget approved by the Executive Board, certain regulations with respect to exhibit space assigned to professional groups are necessary. The following statement approved by the Executive Board is promulgated for the information and guidance of all concerned:

Recognizing exhibits at annual conferences as a means of assisting committees and other A.L.A. groups in the prosecution of their work, the Association is under obligation to provide a reasonable amount of space for such exhibits at each conference.

The amount of such space set aside any one year is determined by the exhibit management in view of the total amount of space available, the amount of revenue budgeted, obligations to commercial exhibitors, and of the limitations of the conference expense budget.

The amount and location of space to be assigned to any one group is also determined by the exhibit management which is charged with the responsibility of dealing as considerately and impartially as possible with all requests from committees, boards, and other groups within the Association. When space is limited groups may be required to share a single booth.

No rental fee is charged for space assigned an A.L.A. group and the Association meets the expense of setting up the regulation backwall for the equivalent of not more than one booth.

All groups having their own funds (whether from dues, grants, or appropriations) are called upon to cover fees for rental of such booth furnishings as they may select if the furnishings have to be rented. Such groups are also called upon to defray the expense of setting up backwalls in excess of the one unit provided by the Association.

No rental fee for space may be accepted from any professional group within the Association for the purpose of granting preference over other groups in the allocation of exhibit space.

The exhibits of professional (non-library) organizations and of government agencies are accommodated with as liberal allowance as possible, provided, however, that the courtesies extended such groups do not unduly influence efforts to accommodate groups within the Association itself.

APPROVED by the Executive Board of the American Library Association,
October 8, 1940.

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

THE A.L.A. AND WASHINGTON

Informal Report of the Executive Secretary to the A.L.A. Council

January - June, 1942

You know that the President, officers and staff, the committees and other groups, and A.L.A. members and friends busy themselves with many things in Washington. With what results? Here is a report of much effort, some failures, some success.

Government Publications on war-related subjects are now going regularly to some thousands of libraries as the result of many months of effort by many people. Four thousand libraries receive monthly packets from the Office of Government Reports. From the same office libraries are receiving "A Week of the War", publications of O.C.D. and O.F.F., L.C. bibliographies on war subjects, Navy communiqués, a bulletin issued by the Training within Industry Section of O.P.M., and many others. The director of O.F.F. has asked government agencies to supply enough copies of war-related publications to O.G.R. for a much larger mailing to libraries. Many government bureaus -- War Department, Treasury, Selective Service, and others -- have been provided with library mailing lists. Labels for several publications have been addressed at A.L.A. Headquarters. The mailing lists used and furnished have not been limited to A.L.A. members. Much remains to be done if all war information centers in libraries are to be adequately supplied.

Priorities. Mr. Leon Henderson, following presentation of a brief based on a quick survey, ruled that libraries could apply for re-treads for book automobiles and trucks. The whole problem of rationing and scarcity was later referred to the A.L.A. Committee on Federal Relations. It is cooperating closely with the Library Service Division of the Office of Education, with other government agencies, and with other organizations. Twenty scarcity questions were answered by the committee in the May A.L.A. Bulletin. The chairman of the Committee has been authorized to represent the A.L.A. on any joint committee which may be established.

Federal Aid for Libraries in Defense Areas. Continued efforts have been made to secure grants for library service from the Community Facilities appropriation. So far sewers, water works, schools, have had the right of way. The door has been kept open, however, thanks largely to the friends of libraries in the government and to the activities of

NOV 24 1942

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IX CINCUENARIARIO DEL DESCUBRIMIENTO DE AMERICA.

X-Z 673
.C76 Z9

PRIMER CONGRESO INTERNACIONAL DE ARCHIVEROS,
BIBLIOTECARIOS Y CONSERVADORES DE NUESTROS DIAS DEL
CARIBE.

Octubre 14-18 de 1942.

La Habana.

Número de Orden: 17.

Título: "Derogación de Impuestos"
Autor: Dr. Fermín Peraza Sarauza.

X-Z 673.7
#5

X-2 673
.C76 L9

IX Cincuentenario del Descubrimiento de América.

PRIMER CONGRESO INTERNACIONAL DE ARCHIVEROS,

BIBLIOTECARIOS Y CONSERVADORES DE MUSEOS DEL

CARIBE.

Deposito
nº 4

1942

Octubre 14-18 de 1942.

La Habana.

No. de Orden: 9.

Título: "Ley Orgánica de Bibliotecas Públicas"

Autor: Dr. Fermín Peraza Sarasa.

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A5

the Library of Congress
Central Serial Record
Received

DEC 31 1942

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SUBSCRIPTION BOOKS COMMITTEE
REPORT OF
SUBCOMMITTEE ON POLICY AND REVIEW

JUNE 1942

A

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#7

American Library Association
520 North Michigan Avenue
Chicago, Illinois

School and Children's
Library Division
August 1943

STATE AND LOCAL SCHOOL LIBRARY ORGANIZATIONS

Officers 1943-44*

State

SEP 7 1943

ALABAMA EDUCATION ASSOCIATION, SCHOOL LIBRARIES SECTION

Chairman: Mrs. Lola Price, Jones Valley High School, Powderly
Secretary: Louise Williams, Northport Elementary School, Northport

ARIZONA EDUCATION ASSOCIATION, LIBRARY DEPARTMENT

Chairman: Mrs. Willimina Schultz, High School, Litchfield
Secretary: Mrs. Uta Brenneman, Madison School, Phoenix

CALIFORNIA SCHOOL LIBRARY ASSOCIATION

President: Margaret Girdner, Supervisor, Bureau of Texts and Libraries,
Board of Education, San Francisco
Secretary: Hazel Levy, Oakland High School, Oakland

CALIFORNIA SCHOOL LIBRARY ASSOCIATION, NORTHERN SECTION

President: Natalie Lapike, Junior College, Visalia
Secretary: Eunice Speer, San Jose State College, San Jose

CALIFORNIA SCHOOL LIBRARY ASSOCIATION, SOUTHERN SECTION

President: Edith Sperry, Santa Monica Junior College, Santa Monica
Secretary: Margaret Vian, Junior College, Compton

COLORADO EDUCATION ASSOCIATION, LIBRARY SECTION (1942-43)

President: Mrs. Elizabeth P. Magee, North Junior High School, Colorado
Springs
Secretary: Mrs. Virginia Bertagnolli, Garden Place Elementary School, Denver

CONNECTICUT SCHOOL LIBRARY ASSOCIATION

President: Margaret Butterfield, Wethersfield High School, Wethersfield
Secretary: Jeannette M. Anderson, Regional High School, Falls Village

DELAWARE STATE EDUCATION ASSOCIATION, LIBRARY SECTION (To October 1943)

Chairman: Dorothy E. Welton, St. Andrews School, Middleton
Secretary: Dorothy Arthur, Charles B. Lore School, Wilmington

FLORIDA SCHOOL LIBRARY ASSOCIATION (1942-43)

President: Sarah Dickinson, P. K. Yonge Laboratory School, Gainesville
Secretary: Audrey Newman, County Supervisor of Libraries, Madison

GEORGIA EDUCATION ASSOCIATION, SCHOOL LIBRARY DEPARTMENT (1942-43)

Chairman: Miss Page Morton, Russell High School, East Point

ILLINOIS LIBRARY ASSOCIATION, SCHOOL LIBRARIES SECTION (To October 1943)

Chairman: Ada Wood, Librarian, Lake Forest Public Schools, Lake Forest
Secretary: Louise Anthony, Community High School, Dupu

* Except as otherwise indicated.

X-Z 573. A5
#8

LIBRARY PUBLICITY LITERATURE

A review of selected books, pamphlets, and articles

Compiled to 1941 by

Kenneth R. Shaffer, Indiana State Library

Revised to 1943

by

Public Relations Division,
American Library Association

GENERAL REFERENCES

- Baus, Herber. Outline for publicity. Iowa Library Quarterly, 14:122-23, October-December 1942.
- Bruder, Mildred. Promoting the library through public relations. Illinois Libraries, 23:3-6, June 1941.
- Freeman, Marilla W. What can we do today to attract more readers? Wilson Library Bulletin, 13:301-08, January 1939.
Publicity methods at the Cleveland Public Library.
- Is the library a war weapon? a symposium. Wilson Library Bulletin, 17:381-92, 395, January 1943.
Based on three speeches by a panel and introductory remarks by G.V. Denny, moderator, at a meeting on library public relations.
- Loizeaux, Marie D. Publicity primer; an abc of "telling all" about the public library. 2d ed. 1939. 72p. H. W. Wilson, 60¢.
Brief descriptions of various mediums of library publicity.
- Lowe, John Adams. Interpretation of the public library; Practical publicity methods, pp.322-55 in Current Issues in Library Administration by Carleton Joeckel. Univ. of Chicago press, 1939.
- Lyle, Guy R. College library publicity. 1935. 113p. Faxon.
Reaching students, faculty, and alumni.
- McCoy, Ralph E. Developing public relations in a new county or regional library. A.L.A. Bulletin, 33:491-93, 521, July 1939.
Suggested activities for making the library count for an important rural institution.
- Minnesota Libraries, v. 13, no. 2, June 1940.
Eight articles on library publicity including: radio, city libraries, rural libraries, journalism, bibliography.

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Some facts about
STANDING ORDER
SUBSCRIPTIONS

AMERICAN LIBRARY ASSOCIATION

50 East Huron Street

1943

Chicago 11, Illinois.

JAN 11 1945

COLORADO AND WYOMING

Field trip made by Margaret Fulmer in connection with the invitation to attend The Northern Colorado-Southern Wyoming Library Conference, Greeley, October 5.

Colorado State Library, Denver, October 2. Morning and afternoon conferences with Gordon L. Bennett, Assistant Librarian, gave the opportunity to meet the staff, look over the collection, location, arrangement and operation and to discuss the services and needs of the State Library. It has a good standard book collection and an up-to-date pamphlet collection, but not enough for adequate extension service. A large collection of duplicate state documents could be put in the waste paper campaign. There are three on the staff, two trained, including Mr. Bennett, and no clerical help. Mr. Bennett is doing not only the professional thinking and service but also the physical labor of selecting, charging, packing and often carrying the traveling library trunks. Facts and figures on Colorado's library needs are to be found in Library Lens, issued quarterly by the Colorado State Library, V.2, No. 1. S'44 and the leaflet Coloradoans-Do We Dare. The Colorado State Planning Commission, especially the director, Dr. El Roy Nelson, shows real interest in Colorado's library problems. The Denver Public Library, through Dr. Malcolm G. Wyer, Ln. Denver Public Library, and Miriam E. McNally, Director of Public Relations, gives the Colorado State Library valuable support and interpretation. Over a period of years Dr. Wyer has worked through professional and citizen groups for the betterment of the Colorado library conditions.

Lunch at noon with Harriet E. Howe, Director School of Librarianship, University of Denver, Mrs. Gordon L. Bennett, Instructor, and Mr. Bennett and dinner in the evening fith five members of the Denver Public Library staff made the opportunity for informal conversation about recruiting for the profession, the kind of librarians needed now, public relations, statewide library needs and adult education.

Denver Public Library, October 3, 9 A.M. At the invitation of Dr. Wyer, met with the heads of departments to discuss demobilization, readjustment and the library. Dr. Wyer sketched the Denver Public Library's war services some of which is to be found in Summary of War-Related Activities of the Denver Public Library issued by the library June 5, 1942. Following was a discussion of what books and library services can do to help in the readjustment and to help returning service men and women and war industry workers to get jobs, for this is the key need. Use of the library's resources by rehabilitation camps and base hospitals nearby, use of psychiatry books, point of view of returning service men and women, how they want to earn a living, the use and selection of films, public relations, work with young people, new materials and paper books were discussed. To the question of what A.L.A. can do to help libraries were the suggestions of work shops over the country to give librarians a background of demobilization and readjustment information and practical aids for use in their libraries. One strong point made was that libraries should not forget in concentrating on these utilitarian and practical needs, that the library also has a responsibility in the humanities.

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

December 14, 1944

To A.L.A. Members in the Services:

Your letters are very welcome. Usually they are passed around or posted. A few have come recently reporting assignment to library jobs. One man is going to teach library science to a group of soldiers.

News of Members in the Services. Lt. Irving Lieberman and Pvt. LeRoy C. Merritt have recently written from their posts with the Special Services Division somewhere in France and Major Harvey Bauer from somewhere in Italy. S/Sgt. Joseph Groesbeck is with the Military Police, and Pvt. Herbert Goldhor with the Special Services Division in France. Foster Mohrhardt is now in the Navy. Capt. Charles D. Matthews has returned from service in Italy. A.P.O. addresses indicate that Sgt. Marguerita McDonald and Cpl. Frances W. Millholland are stationed overseas. Recent visitors at A.L.A. Headquarters include Lt. Robert Land of the Navy who has seen service overseas and on the Atlantic and Pacific Coasts; Lt. J. Periam Danton back from the Pacific and temporarily stationed in Florida; Ensign Eleanor Burke, of the Waves, on her way to New Orleans having completed training period; Ensign Attie Brashears, and Ensign Eleanor Ruth Biner.

Army Libraries. Vitz, Ulveling, Dunbar and ~~and~~ represented librarians at a meeting in September to discuss with army officers proposed expansion of recreation programs after VE-Day. There were representatives also for music, arts and crafts, and other fields. The program is inspiring. I hope many of you can share in it.

Surplus Army Libraries. A.L.A. is proposing that Army Camp Library books in the U.S. - when they become surplus - be allocated to states for use in extending library service especially to rural areas. We are also working with U.S. Office of Education to make it possible for libraries to obtain other surplus war property - trucks, office supplies, etc.

Federal Aid. Robert D. Franklin of Memphis is here temporarily helping to plan a campaign for funds to maintain an A.L.A. representative in Washington to work for appropriations and legislation needed by libraries. President Vitz is chairman of the Campaign Committee.

China. Carl White, after waiting for two months in Washington, is about to leave for several months in China. Sent by Department of State on A.L.A. recommendation.

Paris. If any of you are in Paris, inquire for Milton Lord at the American Library, 9, Rue de Teheran.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

December 20, 1944

JAN 11 1945

To State Library Agencies and Editors
of State Library Association Bulletins:

Could you please call to the attention of the librarians and trustees in your state through your bulletin that the Jury on Citation of Trustees wishes to receive nominations of outstanding trustees for the 1945 citation for distinguished service awarded by the A.L.A.? Nominations must be received by March 1, 1945.

Upon recommendation of the Jury on Citation of Trustees, the A.L.A. Council at its meeting October 13, 1944 unanimously voted to continue the annual citation of two trustees for distinguished service at a general session of the A.L.A. according to the attached recommendations.

At the Council meeting October 13, Carl Vitz, President, A.L.A., awarded the 1944 citations to Mrs. Philip Sidney Smith, Trustee, Public Library of the District of Columbia, "in recognition of her service as a trustee, influential in securing funds and gifts, strengthening cooperative relationships between schools and library, promoting the library's activities through civic and Friends of the Library groups, and advancing library development by an unremitting interest and wise and liberal policies" and to B. F. Coen, Trustee, Fort Collins Public Library and Larimer County Library "in recognition of this service as a trustee, friend of libraries, believer in the value of the book, especially for rural boys and girls and trail blazer in his efforts to secure books and library service for all the people in Colorado."

The first awards were made at the Boston Conference, June 1941, to Rush Burton, Lavonia, Georgia and William E. Marcus, Montclair, New Jersey; at Milwaukee, June 1942, the late James Oliver Modisette, Jennings, Louisiana, was awarded the citation posthumously; since there was no A.L.A. Conference in 1943, the award was made in June at A.L.A. Headquarters to Marian D. Tomlinson, Evanston, Illinois and Ora L. Wildermuth, Gary, Indiana.

Sincerely yours,

Marian D. Tomlinson

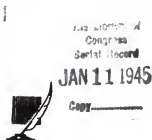
Marian D. Tomlinson (Mrs. George H.)
Chairman
Jury on Citation of Trustees
Other members of Jury
Mrs. Gretchen Knief Schenk
Laurance J. Harwood
Hannah Severns
B. F. Coen

#13

X-Z 673

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Objectives and Standards
for
LIBRARIES
in
Adult Prisons and Reformatories



Approved and Adopted by
The Executive Committee of the American Prison Association
May 14, 1943

Approved by
The Council of the American Library Association
October 13, 1944

X-Z 673 A5
#14

The average American in 1944 wanted to read about his own personal problems first, and about the war and the state of the world second, according to response to the annual questionnaire on reading trends sent by the American Library Association to public libraries in a cross-section of American towns and cities. The general interest in religion and human relations which took a sharp swing upward at the beginning of the war has not slackened, although reading about the war and war heroes, highest in national interest in 1943, has dropped slightly in 1944. In compiling data from all parts of the country, the Association notes that the slackening of interest in war reading is most noticeable on the two coasts, where it was most intense in 1943, while many communities in the middle west report steady and sometimes increasing demand for war books. What one librarian in Cincinnati termed the "interest in self" is evident in the steady popularity of books on hobbies, farming, small independent businesses, handicrafts and the arts, all of them lone-wolf enterprises.

The most obvious change in reading interests during the year was the sudden, nation-wide drop in technical reading. In some cities, the slump in demand for technical books amounted to as much as 40%. Many libraries attributed this condition to the gradual stabilizing of war industry. The hundreds of thousands of industrial workers who were fitting themselves for war jobs are now trained, and in the meantime industry has developed its own training methods. On the other hand, technical research in libraries continues steady and has received great impetus from postwar prospects for expansion.

On the whole, more people were reading in 1944 than in other war years. For the first time since the United States began to prepare for war, public libraries report that steady drop in the circulation of books has been halted. According to the general opinion of librarians reporting, the bottom of the curve was reached in 1943, and libraries can now expect a period of steadily rising demand for home reading. The use of libraries for reference and information has never dropped, and is still increasing.

M O R E

RECOMMENDATIONS FOR A.L.A. ACTION PRESENTED AT
THE LOUISIANA LIBRARY ASSOCIATION MEETING
APRIL, 1944

Followed by Comments of A.L.A. Officers
and Headquarters Staff

OCT 27 1944

Library Division
National Congress

Copy

C O N T E N T S

PAMPHLET
COLLECTIONS

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I - State Associations and Local Groups

That the organization considered at the time of the Third Activities Committee be again investigated. It was felt that local groups should be a part of the State Library Association, and the State Library Association should, in turn, be a part of the A.L.A. with one payment of dues to include all three. It was felt that, where necessary, the dues could be raised.

Comments

I suggest that a fourth Activities Committee could profitably study and take the initiative in developing an A.L.A. structure for including these groups as associations within, rather than merely affiliated or even completely outside, e.g. Medical Library Association - and let's not make it so hard and so complicated and so filled with delays. Base decision not on number of petitioners, and guide movement from A.L.A. Executive Board and Headquarters staff instead of depending upon initiative within group, which may be sound or unsound, cooperative or non-cooperative. Try to be quick to see and astute to forecast needs, and then if potential members and possibilities of being of service to a form of librarianship seem to justify, hold out the advantages or organizing and give help in the doing. How about an A.L.A. Gadfly Committee? One that will concentrate on all the peevs, gripes, kicks, new movements, suggestions, opportunities now neglected and report confidentially and vigorously and with an effort to assess fairly, to discover facts and to make recommendations - not an Activities Committee, more like a House Committee of a Club which will interest itself on its own initiative or as complaints, etc., may be referred to it, to put things promptly in the way of getting attention.

Possibly the Executive Board should appoint now a fourth Activities Committee and charge it with the responsibility of giving particular attention to this problem.

1-26-45
#6345



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

July 3, 1945

To the Librarian:

Since 1937 the A.L.A., the Catalog Section (later the Division of Cataloging and Classification), the Catholic Library Association, and some of the Regional Groups of catalogers have been interested in an English translation of what is popularly called

THE VATICAN CODE

"Rules for the Catalog of Printed Books"

The translation of the second edition (1939) is now complete and is ready for publication. When the project was undertaken it was hoped that a subsidy would be found to help finance publication of the book. Such a subsidy is not in sight and if the book is issued costs will have to be guaranteed by advance orders.

Some specific information about the code appears in the enclosures.

The edition will be small and the price correspondingly high - \$18.00 per copy if 250 copies are subscribed for in advance, \$15.00 if 300 or more advance orders are received. (If advance orders total 500 copies or more the price will be still further reduced.)

This will be your only opportunity to cooperate with your colleagues to insure publication of this important work. Use the order form below.

Everett O. Fontaine
Chief, Publishing Department

A

ORDER FORM

Date _____

Please send _____ copies of the English translation of the Vatican Library's RULES FOR THE CATALOG OF PRINTED BOOKS, SECOND EDITION to _____

It is understood that the price per copy will be \$18 or less depending on the number of copies subscribed for in advance of publication.

Bill to _____

Ordered by _____

—This is your only opportunity to help make publication of this book possible—

X-2673.45
#17

The Vatican Library

Rules for the Catalog of Printed Books, Second Edition

Translated by Reverend Thomas J. Shenahan, Librarian, St. Paul Seminary Library
Victor A. Schaefer, Director, Preparations Department,
Catholic University of America
Constantin T. Vessclowsky, Preparation Division New York
Public Library

Edited by Wyllis E. Wright, Chief Cataloger, New York Public Library

The entire manuscript was read critically by Dr. Andrew D. Osborn of the Harvard
College Library

* * *

In the rules for entry and for cataloging form, the aim has been at an exact translation so as to give as true a picture as possible of the practice of the Vatican Library.

In the section dealing with subject headings, however, a different procedure has been followed. The lack of any code in English covering this field has led to the inclusion of an adaptation as well as a translation of the original. Wherever examples are given, equivalent examples in English have been supplied.

The index has been newly made by the editor from the English translation but in compiling it constant reference was made to the index in the original. Use was also made of a translation of the index to the first edition and of the analysis of the Vatican rules by J.C.M. Hanson in his "Comparative Study of Cataloging Rules".

See attached sheets for table of contents. It is expected that in an 8 1/2 x 11 size the book will run to about 600 pages planographed.

In library literature appearing between 1934 and 1936 Dr. W. W. Bishop, Harriet D. MacPherson, and Rev. Coleman J. Farrell each referred to the first edition of the Vatican rules as the most up to date and the best cataloging code then in existence. Although the revised edition of A.L.A. Catalog Rules when ready will be the basic guide for American libraries, the Vatican rules as a reference tool will be continually useful. It will of course be of special interest in general libraries having large collections in the fields of philosophy and religion, and to libraries in Catholic institutions.

X-2673.45
#18



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

To non-voting members for information ONLY

July 5, 1945

To the A.L.A. Council

One of the things customarily done by the Council at Annual Conference is the appointment of a Finance Committee on nomination of the President. Because the Finance Committee must be appointed and ready to function at the beginning of the fiscal year, September first, we are asking for your vote by mail on membership of this Committee.

The Constitution provides (Article VII, Section 2) "There shall be a Finance Committee of three councilors not of the Executive Board, chosen by the Council." This is a standing Committee and members are appointed for two-year terms.

Last year's Committee consisted of Robert A. Millman (term expires 1946), Leon Carnovsky (term expires 1945) and Georgie G. McAfee (term expires 1946). President Ulveling is asking the following name for appointment to this Committee to succeed Mr. Carnovsky:

Jens P. Nyholm, Northwestern University Library,
Ill.

Will voting members of Council please return the enclosed card to Headquarters before July 26, 1945. Action of this card is essential to carry on the financial affairs of the Association.

Cordially yours

Carl H. Milam
Carl H. Milam
Executive Secretary

Enclosure
JN 12249
A



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

July 2, 1945

To State Library Leaders:

Here is more legislative news.

The New Jersey Public Library Commission and State Library will constitute a State Library, Archives and History Division of the State Department of Education, carrying out a recommendation of a state reorganization study of a year ago.

Illinois appropriated \$300,000 for the biennium for a series of demonstrations of rural library service for large areas, called districts.

South Carolina is setting up \$10,815 of its appropriation for the year 1945-46 as a state aid fund. Pennsylvania state aid for the biennium was increased to \$79,000 as compared with \$55,000. Small increases in state aid are provided in Delaware, Maine, New Hampshire, New York and Rhode Island.

Increased state agency appropriations are reported by Colorado (about doubled), Delaware, Maine, Minnesota, New Hampshire (providing a bookmobile driver), Pennsylvania, Rhode Island and Wisconsin (covering an assistant field agent).

The state-wide public library survey of New York State will be financed from the \$75,000 appropriation to the Department of Education for research. Errett W. McDiarmid, University of Minnesota, has been appointed Chief Consultant to direct the survey under the general supervision of the Research Division. There will also be a full-time assistant and several additional consultants.

The Ohio legislature established a Library Survey Commission to study current library laws, financing, and services, and to make recommendations designed to further library interests. The project was initiated and supported by the Ohio Library Association and Ohio Library Trustees Association. The Commission is to be composed of three members of the Senate, three members of the House, and three persons appointed by the Governor. It is empowered to employ a Director of Studies.

Minnesota secured a permissive increase in tax levy for villages and cities of the 2nd, 3rd and 4th class from 3 to 5 mills, and permissive reduction in the number of library trustees from 9 to 5 or 7. It failed to get a permissive increase for county libraries.

Wisconsin authorized acceptance of federal aid, and repealed an old, out-of-date law authorizing small scale county traveling libraries. A bill for state aid failed to pass the Joint Committee on Finance, though the House Committee on Education had acted favorably.

Very truly yours,

Julia Wright Merrill

Julia Wright Merrill
Chief, Department of Information and
Advisory Services

X-2673.45
#20

A.L.A. Library
Extension Board
July, 1945

STATE AID FOR PUBLIC LIBRARIES

Alabama, 1943 -

\$80,000 appropriated for 1943-45 for state aid and for operation of the Public Library Service Division. Of this, \$54,720 is for establishment and continuing aid to public libraries, both county and town, including books and personnel, according to standards set by the Division.

Arkansas, 1937 -

\$170,000 appropriated for 1945-47 for state aid and for operation of the State Library Commission (\$120,000 for 1943-45). Of this, \$118,560 is for establishment and continuing aid to county and regional libraries, for books and personnel, under standards set by the Library Commission for local support, personnel and service.

Connecticut, 1893 -

\$34,500 appropriated for 1943-45 (same as preceding biennium) for establishment and annual aid in books for very small libraries.

Delaware

\$11,400 appropriated for 1943-45 (\$10,600 in preceding biennium) for establishment and annual aid for books for small libraries.

Georgia, 1944 -

\$100,000 allocated by the State Budget Commission in April 1944 for state aid for rural public library service.

Hawaii, 1921 -

The territorial legislature meets the entire operating expense of the four county libraries which serve all the territory, though the counties cooperate by providing quarters. \$562,481 appropriated for the biennium 1943-45.

Illinois, 1945 -

\$300,000 appropriated for 1945-47 to the State Library for a series of demonstrations of rural library service in large areas, called districts.

Louisiana, 1938 -

\$300,000 appropriated for 1944-46 for parish demonstrations, under the sponsorship of the Library Commission, as well as for the regular Commission activities (\$144,820 for 1942-44, plus a special allocation of \$70,000).

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#21

PUBLIC LIBRARY BUILDING PLANNING AIDSBooks and Pamphlets

American Library Association. Committee on Library Architecture and Building Planning. Small public library buildings, by John A. Lowe. 48p. Chicago, A.L.A., 1939. \$1.50.

Discusses procedure for building committee, relations between librarian, committee, architect. Illustrations of exteriors, floor plans, some interiors of 24 buildings, 17 erected 1935-37, with critical comment. Costs, size, book capacity.

American Library Association. Committee on Post-War Planning. Post-war standards for public libraries. 92p. Chicago, A.L.A., 1943. \$1.50.

A basic tool for planning. Chapters cover public library objectives, standards of service, size and area, standards of finance, of buildings, of book collection, and standards of personnel and technical processes.

Power, Effie L. Planning and equipment of children's libraries. (In her Work with Children in Public Libraries. Chicago, A.L.A., 1943. \$3.00) p.130-52.

Discusses objectives and planning both of children's rooms and of separate children's buildings.

Wheeler, Joseph Lewis and Githens, Alfred M. The American public library building; its planning and design with special reference to its administration and service. 484p. New York, Scribner, 1941. (Available now only from Enoch Pratt Free Library, Baltimore, Maryland, at \$4.00 plus postage.)

This is the largest and most detailed of the library planning books. It presents the joint experience of a librarian and an architect, and is comprehensive and authoritative. Contains more than 500 diagrams and illustrations.

Note: Pointers for Public Library Building Planners, by Russell J. Schunk is scheduled for fall publication by A.L.A. The author, in his capacity as chairman of the A.L.A. Committee on Library Architecture and Building Planning, recognized the need for such a publication, to answer constantly recurring questions. The book presents simple concrete advice for librarians, committees, and boards newly faced with building problems.

Periodical Articles

Collins, W.H. Library building after the war. Library Journal 86:1027-30 December 15, 1943.

Jallade, L.E. Are you prepared to plan a new building? Library Journal 69:1077-79 December 15, 1944.

Wheeler, J.L. Planning for post-war library building. A.L.A. Bulletin 36:179-91 March 1942.

Note: Back files of Library Journal include illustrated articles describing some of the more recent library buildings. These (and articles in other magazines) are indexed in Readers' Guide to Periodical Literature and in Education Index under the heading, "Library Architecture."

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#22

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A 5
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

BOOKMOBILES

SELECTED REFERENCES

DESCRIPTIONS AND SPECIFICATIONS

- Denver's Trailer library Library Journal 63:555 July 1938
- Gary's traveling branch R. R. Shaw Library Journal 62:183-184 February 15, 1937
- Houston traveling branch Library Journal 64:159 January 15, 1939
- New bookwagon Library Journal 63:31 January 1, 1938
- Queens Borough book bus Library Journal 64:287 April 1, 1939
- Bookmobiles for the postwar world Dawes Markwell Wisconsin Library Bulletin 18:703 May 1944
- Report on a project for the standardization of bookmobiles Library Journal 69:1117 & 1097 December 15, 1944
- COUNTRYWIDE LIBRARY SERVICE E. M. Fair 1934 American Library Association
- COUNTY LIBRARY PRIMER M. W. Sandoe 1942 H. W. Wilson Co.
- A PLAN FOR THE ESTABLISHMENT OF BOOKMOBILES IN LOS ANGELES CITY SCHOOL DISTRICT, a paper submitted to the faculty of the Graduate Library School, University of Chicago, in candidacy for the degree of Master of Arts, by Carla Louise Roewekamp, 1944.

COSTS

- Experiment in branch service R. E. Hewitt Library Journal 67:398 May 1, 1942
- Bookmobile branch Library Journal 64:383 May 1, 1939
- Another trailer branch H. B. Sohn Library Journal 63:512 June 15, 1938
- Experiment in low-grade library service Ralph R. Shaw A.L.A. Bulletin 31:883 October 15, 1937

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#93

A.L.A. TRUSTEES DIVISION

Officers, Board of Directors and Council Members

CHAIRMAN - Mrs. Samuel Mitchell, Public Library, Wheaton, Illinois (1244 N. Stone Street, Chicago) 2-year term, 1945-47

FIRST VICE CHAIRMAN - Mr. Paul Benson, Public Library, New Castle, Indiana 1-year term, 1945-46

SECOND VICE CHAIRMAN - Mr. Edward J. A. Fahey, Free Public Library, Irvington, New Jersey (92 Franklin Terrace) 1-year term, 1945-46

EXECUTIVE SECRETARY - Mrs. Paul W. Cook, Public Library, Evanston, Illinois (1731 Jenks Street) 1947

TREASURER - Mrs. George H. Knaus, Public Library, River Forest, Illinois (1131 Forest Avenue) 1945-46

BOARD OF DIRECTORS

Terms expire 1947

Mr. Thomas J. Porro, Public Library, Tacoma, Washington
(718 Medical Arts Building)

Mrs. Paul Reed, Public Library, Tulsa, Oklahoma (1443 S. Denver)

Miss Marion Packard, Public Library, Flushing, Michigan
(830 Mason Street, Apt. 303, San Francisco, California)

Mr. James J. Wendock, Public Library, Lima, Ohio (605 Cook Tower)

Terms expire 1946

Mr. John Charles McKay MacBeth, K. S., Public Library, Toronto,
Ontario, Canada (330 Bay Street)

Mrs. Lawrence K. Miller, Berkshire Athenaeum, Pittsfield, Massachusetts
(500 William Street)

Mrs. William Shand, Free Public Library, Lancaster, Pennsylvania
(Lititz, #3, Lancaster County)

Mrs. Elsie Bennett Wilson, Franklin Sylvester Library, Medina, Ohio
(303 East Smith Road)

A.L.A. COUNCIL MEMBERS

Miss Margaret Southwick, Public Library, Gary, Indiana (Box 407,
Ogden Dunes) 4-year term, 1945-49

Mr. Andrew B. Lemke, Matson Public Library, Princeton, Illinois
3-year term, 1945-48

American Library
Association
December 1945

DIVISION OF PUBLIC LIBRARIES

Provisional Officers, Elected October 15, 1944

President - Amy Winslow
Assistant Librarian, Enoch Pratt Free Library, Baltimore, Maryland

First Vice-President - Martha B. Merrell
Librarian, Racine Public Library, Racine, Wisconsin

Second Vice-President - Anne I. Hume
Chief Librarian, Willistead Library, Windsor, Ontario, Canada

Treasurer - Nordica Fenneman
In charge of the Popular Library, Public Library, Chicago, Illinois

Executive Secretary - Julia Wright Merrill
Chief, Department of Information and Advisory Services
American Library Association

Provisional Directors and the Sections They Represent

Adult Education Section - Elsie Gordon
Director, Youth Service, Public Library, Detroit, Michigan

Branch Librarians Section - Mrs. Dorothy T. Hagerman
Senior Assistant, In charge West Side Branch, Public Library
Grand Rapids, Michigan

Business and Technology Section - Milton A. Drescher
Chief, Science and Industry Department, Public Library, Milwaukee, Wisconsin

Lending Section - Magnus K. Kristoffersen
Librarian, Public Library, Hartford, Connecticut

Librarians of Large Public Libraries - Carl Vitz
Librarian, Public Library, Cincinnati, Ohio

Order and Book Selection Section - Glenn M. Lewis
Librarian Main Library, Public Library, Minneapolis, Minnesota

Service Librarians Section - Isabel DuBois
Director of Libraries, Bureau of Naval Personnel, U. S. Navy Department
Washington, D. C.

Small Libraries Section - Anne I. Hume
Chief Librarian, Willistead Library, Windsor, Ontario, Canada

APR 27 1945

AIDS TO BOOK SELECTION

American Library Association
School and Children's Library Division

For Elementary Grades and Junior High School:

A BASIC BOOK COLLECTION FOR ELEMENTARY GRADES; compiled by a Joint Committee of the American Library Association, National Education Association and National Council of Teachers of English. Gretchen Westervelt, chairman. American Library Association, 1943. \$2.00.

Includes approximately 1000 books for the first eight grades. Excellent as a check list, as a buying guide or as a means of locating children's books on any subject. Includes a list of easy books and picture books. Each book is annotated. Grade range is indicated.

BIBLIOGRAPHY OF BOOKS FOR YOUNG CHILDREN, compiled by a subcommittee of the Literature Committee of the Association for Childhood Education. Revised July 1942. 50¢. Supplement 1942-43, July 1943, 20¢.

An annotated list of books for preschool and primary children at home and in school. Gives publisher, date and price and indicates appeal.

CHILDREN'S CATALOG, compiled by Siri Andrews, Dorothy E. Cook and Agnes Cowing. 6th ed. rev. H. W. Wilson, 1941. Sold on a service basis. Write for price.

A comprehensive catalog of 4300 children's books. Part one is an alphabetical subject, author and title index. Annotations and full

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

PENNSYLVANIA LIBRARY ASSOCIATION

County Library Section

Report on a Project for the
Standardization of Bookmobiles
October 18, 1944

At a special meeting of the County Library Section of the Pennsylvania Library Association in the Extension Division office of the Pennsylvania State Library, Harrisburg, on October 22, 1943, it was decided to conduct a national census of bookmobiles. The statistics thus gathered were to be used as proof of the need for the standardization of bookmobiles.

Letters asking the number of bookmobiles then in use, the number to be needed when the war ends, the make and size preferred, were sent to the person in charge of Library Extension Service in each state and territory of the United States. Replies were received from forty-one states, the District of Columbia, the Canal Zone, Puerto Rico and the Territory of Hawaii. The American Library Association answered for Alaska.

The following conclusions have been drawn from the replies:

1. There are three hundred bookmobiles in operation at the present time.
2. A conservative estimate of the number to be needed either for replacements or for new developments when book cars are again available is one thousand. Only nineteen of the letters stated a definite number. Many states, while experiencing a need for bookmobiles, replied that the satisfaction of that need depends upon state laws and appropriations. Eight of the forty-one states do not have book cars in operation at the present time. Of the eight, five are not interested in bookmobile service because of the short seasons in which the rural roads are passable, as Maine and Wyoming; or because of adequate library service through a branch system, as Rhode Island. North Dakota and Utah offer no explanations.
3. The types of bookmobiles now in use vary from a "shelving unit in the rear compartment of a Chevrolet Coupe, accomodating 125 books" to a twenty-foot trailer truck with a capacity of 2000 volumes. Between the extremes, we find station wagons, small panel trucks, small trailers attached to passenger cars, converted school busses and in one instance, a city bus is pressed into library service on certain days.
4. The make preferred is as varied as the type. Chevrolet, Dodge, Ford and International are the most frequently named.

Without exception, the librarians have been most cooperative in answering this questionnaire. Many magazine articles, photographs and detailed diagrams were included in the replies. Many suggestions for improvements over the currently-operated bookcars were noted. "Musts" in the chassis, body construction, and accessories were included by some librarians. Almost all requested a report of our findings and the outcome of our dealings with the manufacturers.

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#27



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

Serial Record

JAN 11 1945

Dear Fellow Member:

Because of the generous help from you and other A.L.A. members, we feel we owe you an informal report on our recommendations to the Council and the action thereon. Comments from groups, individual members, and associations from many sections of the country provided the Committee with material on which to base specific proposals. Three things were clear: (1) That the membership as a whole is keenly interested in the work of the Association, and eager for more direct participation in its activities and the decisions affecting activities. (2) The members are constructively critical of functioning of A.L.A. Headquarters staff, committees and the general organization feeling that a re-consideration of programs and procedures is needed. (3) That two problems, because of the widespread criticism they arouse, call for some form of definite action.

The Committee was conscious that, of the material that came to it, only a part was definitely related to its particular assignment, - relations with local groups. However, since the members had used this channel to express themselves freely and constructively on the Association's problems and policies, we felt obligated to insure the effective use of the material so generously provided. As a result, the Committee presented to the Council these definite recommendations.

In relation to special problems

1. That a special committee be appointed at this session to study and report at the next conference on placement work as a phase of association activity to recommend its discontinuance, its continuance under changed conditions or whatever conclusion the committee may reach. Our Committee's related material would be referred to the special committee, if appointed.

2. That a special committee be appointed to study and make recommendations for action at the next conference on a public relations program for the Association, taking into consideration the part played by the Public Relations Committee, the Public Relations Division and other interested groups. Our Committee's related material would be referred to this committee, if appointed.

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

SPECIFICATION CHECKLIST

Make	_____	Electric clock	_____
Year	_____	Fire extinguisher	_____
Model	_____	Distinctive horn	_____
Size	_____	Body:	_____
Cost	_____	Length	_____
Wheelbase	_____	Width	_____
Gear ratio	_____	Headroom	_____
Extra seat	_____	Painting and lettering:	_____
(cloth, comfortable	_____	Color:	_____
upholstery)	_____	Interior	_____
Shock absorbers	_____	Exterior	_____
(hydraulic, double	_____	Lettering	_____
acting, airplane type,	_____	(submit design)	_____
front and rear)	_____	Hardwood:	_____
Helper springs	_____	Good quality	_____
(for rear overload)	_____	Safety catches	_____
Bumpers	_____	Locking handles	_____
Heavy-duty battery	_____	Shelving:	_____
Heater and defroster	_____	Material	_____
(extra large)	_____	Trim	_____
Hot air	_____	Tilt (angle)	_____
Hot water	_____	Book supports	_____
Hydraulic brakes	_____	(strap, folding	_____
Tires:	_____	leaf, or other	_____
Make	_____	device)	_____
Size	_____	Adjustable book ends	_____
Ply	_____	Inside shelves:	_____
Tread	_____	Number	_____
(specify winter,	_____	Length	_____
if desired)	_____	Depth	_____
Truck or passenger	_____	Height	_____
Puncture seal tubes	_____	Outside shelves:	_____
Spare tire, tube,	_____	Number	_____
and wheel	_____	Length	_____
Tire well	_____	Depth	_____
(on left front	_____	Height	_____
fender to make spare	_____	Folding leaf	_____
tire accessible)	_____	(on bottom shelf)	_____
		Sliding or removable:	_____
		Number	_____
		Length	_____
		Depth	_____
		Height	_____
		Shelving for over-	_____
		sized books	_____
		Magazine shelving	_____

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#29

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

SPECIFICATION CHECKLIST

Specific details which need to be checked before a bookmobile is purchased could be listed here, but there is an inclusive Specification Checklist in Mrs. Reed's report. Additional items which should be mentioned for consideration while checking her list of specifications are:

1. Brakes should be tested with a full load on the steepest grade to be traveled.
2. Gear ratio and tires should be adequate for the load.
3. Light color paint will not absorb as much heat as dark color paint, hence light shades inside and out are to be preferred.
4. Door handles should be flush with the body of the car, sunk into recessed wells, for maximum safety. Hardware should be of good quality and should have a long term guarantee.
5. Specify standard size adjustable shelving that may be used in any library when the truck is sold, or transferred to a new truck. Adjustable book ends, a 10° tilt of the shelves to hold books in place while traveling, and some deep shelves for over-size books within easy reach of small children should be included in these specifications.
6. Specify light weight or linoleum floor covering with rounded corners to make for ease in cleaning.
7. Specify insulation in roof and side walls for protection against heat and dust.
8. Specify adequate ventilation to keep bookmobile cool while parked in the sun for two or three hours.
9. Specify numerous dome lights with strong enough candle power to make all book titles on all shelves readable.
10. Specify a locked storage cupboard and a dustproof clothes compartment.
11. Specify bulletin boards at front and back of bookmobile.
12. Specify storage space under the rear seat.
13. Specify revolving driver's seat which can be locked into position for use with the receiving desk.

X-2 673
A5

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

TRAILERS

Trailers have been used successfully in a number of places, notably in Gary, Indiana. Their chief advantage is their low initial cost. They do not tie up the mobile equipment which conveys them to their location. If there are enough trailers and staff members to make it possible for them to stay in each spot visited for at least half a day at a time and to return every other week, they would be ideal. It must be remembered, however, that trailers are harder to back up to a school building, require more turning space, and demand very strong axle units and trailer hitches on the equipment that moves them from place to place. Alliance, Ohio, contracts with a commercial trucking company to have its bookmobile trailer moved about on a regular schedule. Monmouth County, New Jersey, which uses both a trailer and a station wagon bookmobile, reports that it costs more per circulation from the trailer than from the station wagon.

Cab-over-engine trailers have been advocated as more maneuverable than the ordinary house-type trailer. There is point to the argument that the trailer portion of such a vehicle may outwear the engine, making it necessary to replace only the motorized portion. The chassis of the trailer can also be so constructed that a strong, unimpaired truck body could be shifted to a new chassis whenever necessary. In Cincinnati, where cab-over-engine trailer bookmobiles are in service, the engines and trailers are seldom disconnected, but are used as if they were single units.

A PLAN FOR THE ESTABLISHMENT OF BOOKMOBILES IN LOS ANGELES CITY SCHOOL DISTRICT, a paper submitted to the faculty of the Graduate Library School, University of Chicago, in candidacy for the degree of Master of Arts, by Carla Louise Roewekamp, Chicago, Illinois, September 1944, page 57.

X-2673.A5
#31

American Library Association A5
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

STAFFING THE BOOKMOBILE

Staffing in Los Angeles City Schools is done under Board of Education Civil Service Regulations by the Personnel Department, which also arranges for transfers. Mr. Ralph Ulveling, Librarian of the Detroit Public Library, recommends a bookmobile staff of five people: a branch librarian, a children's librarian, an assistant librarian, a clerk, and a driver. This is more than the usual number of staff members, which is three--a trained librarian, a junior librarian or a clerk, and a licensed driver, who is usually a man. Unless the work in the Los Angeles City Schools proves to be very much greater than in most cities, a staff of three seems adequate.

The bookmobile librarian needs to have the same training in education as teachers, plus adequate library training and experience. Some experience or training in supervision would be highly desirable also.

The assistant librarian or clerk should be quick and accurate at the charging desk. She will need to know something of children and books, as she may be called upon to take charge of the bookmobile while the librarian attends to professional duties in the school, such as introducing a visiting speaker.

The driver of the bookmobile, in addition to passing the civil service tests for his position, should be able to discharge and shelve books. He may be called upon to carry bags of texts or supplementary books into or out of schools.

A PLAN FOR THE ESTABLISHMENT OF BOOKMOBILES IN LOS ANGELES CITY SCHOOL DISTRICT, a paper submitted to the faculty of the Graduate Library School, University of Chicago, in candidacy for the degree of Master of Arts, by Carla Louise Roewekamp, Chicago, Illinois, September 1944, pages 66-67.

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#32

X-2 012
A
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

LEGAL ASPECTS OF BOOKMOBILE SERVICE

The legal aspects of bookmobile service which need to be considered fall into three groups: federal, state, and local. At the present time the regulation of carriers is controlled by the Office of Defense Transportation through general O.D.T. orders which are designed to eliminate waste motion and waste space. These orders do not become effective until published in the Federal Register.

O.D.T. order No. 6A, governing local carriers, provides that inauguration of new routes is prohibited, except when it can be shown that such service is necessary either to the war effort or to the maintenance of essential civilian economy. Application for new service should be filed with the District Manager, Division of Motor Transport, Office of Defense Transportation. Collections or deliveries otherwise prohibited by the order may be made while the carrier is making a legitimate delivery, provided that they can be made without operating the trucks any additional distances. In other words, if the present Los Angeles Board of Education trucks were to be equipped with trailer hitches low enough and strong enough to haul a trailer, there would be no prohibition to their towing it and leaving it to be picked up on their next round. Special equipment is specifically exempted from the provisions of O.D.T. order No. 6A, and the Office of Defense Transportation is empowered to grant general or special exemptions to meet specific needs or prevent undue hardships.

O.D.T. order No. 10A refers to special bus services. Special or general permits may be granted from time to time to use bus services to meet specific needs or for exceptional circumstances. O.D.T. order No. 15 sets forth in detail the steps necessary for the extension and inauguration of service with property-carrying motor vehicles. Tire and gasoline rationing are in the hands of Office of Price Administration boards.

A PLAN FOR THE ESTABLISHMENT OF BOOKMOBILES IN LOS ANGELES CITY SCHOOL DISTRICT, a paper submitted to the faculty of the Graduate Library School, University of Chicago, in candidacy for the degree of Master of Arts, by Carla Louise Roewekamp, Chicago, Illinois, September 1944, pages 62-63.

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#33

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

ADAPTING A SCHOOL BUS

It will be worthwhile also to examine the advantages and disadvantages of adapting a school bus for bookmobile service. The advantages appear to be that:

1. The school bus is built to meet local climatic and road conditions.
2. Drivers and repair men within the school system are familiar with the existing equipment and able to service it without loss of time to learn new routines.
3. The school bus has the advantage of a low wheel base and floor strength sufficient to carry at least 4,070 pounds.
4. Children have used the school bus and would not be hesitant about entering it.
5. Licensed school bus drivers, who are accustomed to exercise care for children, drive school buses.
6. Office of Defense Transportation Order No. 10A permits exceptions to general restrictions on "other special bus services" to permit meeting specific needs or exceptional circumstances.

The disadvantages of adapting a school bus to bookmobile needs are:

1. There is need to change existing equipment and install new interior fixtures, such as lights, insulation, shelving, etc.
2. Interior measurements may not fit standard shelving units.
3. The walls may not be sufficiently strong to stand the stress put on them by traveling books.
4. The bus may not be sufficiently insulated to allow parking it for hours in a sunny spot.
5. "No bus owned and operated by a school district can be used other than for the transportation of pupils to and from school, except on special written permission from the person designated by the governing board of the district to give such permission, and under his special instruction."
6. A person who does not possess a school bus driver's certificate may not, under any circumstances, be permitted to operate a school bus.

A PLAN FOR THE ESTABLISHMENT OF BOOKMOBILES IN LOS ANGELES CITY SCHOOL DISTRICT, a paper submitted to the faculty of the Graduate Library School, University of Chicago, in candidacy for the degree of Master of Arts, by Carla Louise Roewekamp, Chicago, Illinois, September 1944, pages 58-59.

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#34



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

July 23, 1945

To the A.L.A. Council:

When I had an opportunity recently to talk with librarians in California, in Oregon, and in Washington, I suggested that each association president appoint a small committee to canvass the library opinion of the state on federal social security for library workers. We have already had the report from Mr. Hugh Morrow, Chairman of the committee in Oregon.

When I reported this action to Mr. Richard B. Sealook, Chairman of the A.L.A. Committee on Annuities, Pensions and Life Insurance, he asked me to suggest similar action by every state association president. He also asked me to solicit an advisory opinion from members of the A.L.A. Council. Opinions of all members of Council whether voting or non-voting will be welcome.

As you know, certain bills have been introduced in Congress which would extend the benefits of federal social security to practically all gainfully employed persons, including library employees in public and endowed institutions.

What we suggest is that you consult with a few of your constituents (if you represent a group in the Council) or colleagues, and then communicate the opinions on the following question:

On the basis of what you know now, would you favor or oppose the inclusion of librarians in the federal social security system?

Please send your reply together with any observations you choose to make to Mr. Sealook, Public Library, Gary, Indiana - by the first of September if possible. Mr. Sealook and his associates on the Committee may be called upon at any moment to express opinions on one or more of the bills. He wishes to be guided by the advice of librarians throughout the country.

The Committee will also make use of this informal poll in preparing any recommendations for action by the A.L.A. Council.

President Ulveling has authorized this letter and urges prompt action.

Cordially yours,

Carl H. Milam
Carl H. Milam
Executive Secretary

CHM W
JN 12273 A

P.S. Two important bills are the Wagner-Murray-Dingell Bill S.1050 and HR 3293, and S.1138 introduced by Senator Green of Rhode Island. You may wish to obtain copies and study them. Please note, however, that the present request is only for an answer to the general question stated above.

X-673.45
#35

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945.

POINTS TO CONSIDER

IN BUYING AND OPERATING A BOOKMOBILE

The doors of bookmobiles should not be allowed to blow shut in the wind pinching patrons' fingers. A device to hold the doors rigid might well be added to the specifications.

Miss Louise Roewekamp, Librarian
Manual Arts High School
Los Angeles, California

One lesson we have learned, too late, is that plans should facilitate movement in and out of the bus. We did away with one door and one desk in order to get greater book capacity; but we find that the resulting jam at the desk and throughout the Bookmobile prevents many borrowers from seeing the books that we have. We should have followed the pattern of the big New York Bookmobiles for the kind of service we are giving in crowded city centers.

Free Public Library
Worcester, Massachusetts

Delco charging system for lighting batteries is too noisy and not sufficiently insulated against vibration of the motor which must be in operation much of the time that the truck is in public use when the interior lights are in use. This is simply a question of better muffling and insulating the motor. Also the exhaust fumes of the Delco motor should be discharged away from the customers and staff -- possibly the extension of the exhaust pipe to the roof of the truck in the rear would take care of both the silencing of the motor and the dispersal of the exhaust fumes. A generator with a larger charging capacity would be advantageous both in the Delco lighting system and on the regular truck motor.

The South Wind gasoline heaters are not at all satisfactory for many reasons. I recommend hot water heaters attached to the water cooling system of the truck motor. The truck motor has to be kept running when the South Wind heaters are in use, anyway, so it may as well do the whole job. The South Wind heaters have been most satisfactory.

The Mack Company refused to build the skylights, which are most advantageous in lighting the interior of the truck, according to my suggestions. Consequently, we have had nothing but leakage around the two skylights. The simple solution is to build these skylights like the overhead transoms on a boat. There will then be no question of leakage of rain or snow.

X-673 A5
#36

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

BOOKMOBILE

Klamath County Library
Klamath Falls, Oregon

We bought a regular Chevrolet Panel Delivery and converted it by having shelves on the sides, with self-locking book ends, charging shelf and package bins built in by a sheet metal shop in Medford, Oregon.

The original cost on the car was \$836.50, making the total cost \$1036.50. Operation to date has cost less than 2¢ per mile and the car is in tip top shape. It has been driven 23,000 miles.

The cost of the conversion was \$200.00 by contract.

Books are held in place by sliding self locking book ends. These run on a rod below the shelf and the harder the book presses against it the firmer it holds. To release, it is pushed forward a little.

Shelf capacity about 300 books, both sides.

Doors have handle locks similar to other door locks.

Drop leaf type of charging shelf with bins for packages, supplies, etc. Space in inside car available for boxes.

Rubber strip around edges of doors keeps out dust and prevents rattling.

The cost of operation is very little. No more than for a passenger car and it can be taken over any road, to logging camp or on highway. We like it better for this reason than we should a larger one.

On heavy Bookmobile routes, we carry extra books in boxes.

The original cost was slightly under the regular price since the car had 50 miles on it when we got it.

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

BOOKMOBILE

Bradford County Library
Troy, Pennsylvania

Our bookmobile was purchased in November 1941. It is a GMC $\frac{1}{2}$ ton panel truck converted locally by H. W. Dimon, Rome, Pennsylvania, and the inclusive cost was \$1200. The shelving is Sneed's open bar steel, tilted at an angle of 10°. There are outside shelves on each side of the truck under panels that open like awnings. There is a center stack on a sliding track.

We travel 800 miles a month for 10 months; 400 miles for 2 months, visiting 70 schools and 40 adult stations. The bookmobile servicing, repairing and oil cost .04 a mile this year; the gasoline at wholesale without the federal tax cost us \$75 for 500 gallons. The car covers 16.7 miles on a gallon of gasoline.

We carry approximately 400 children's books on the sliding stack and 400 adult books on the side shelves. And may I add that we rejoice in the shrinking of bulk in books! War conditions are not a total loss.

There is a bulkhead built behind the driver's and Assistant's seats and between that and the front end of the sliding stack is a plywood cupboard with three shelves that give ample space for supplies and reserves and books collected during the day for repair. This small space thus left in the front is comfortably heated for the occupants and no heat is wasted warming books and stacks.

X-2673-A5
#38

X-2 010
A5
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

SPECIFICATIONS

Topeka, Kansas Public Library
Traveling Branch

Make - - - Alma Silvermoon Trailer. Year - - 1942¹ Model - - 60
House Trailer. Size - - - 16 x 7'.
Lighting - - - Equipped with fluorescent lighting²
Cost - - - - - \$1,370.15

Tires, etc. \$ 92.50

Shelving, etc. 412.60

\$ 495.15

Less 200.00 (house furnishings usable)

\$ 295.15

Trailer \$1,075.00

Purchased from library funds

Shelves - - - Inside shelving³

Capacity - - - 1200 volumes

Personnel - - - Trained librarian - - 1
Assistant - - - - - 3/4
No chauffeur

Regular stops - - - 4

¹New trailer bought late in 1942, at wartime price, fully equipped for a house, very light in weight, finished in plywood, and well insulated. This English type has the advantage of a high door, as well as more room, though not as attractive in outside shape.

²Equipped with fluorescent lighting but seldom used, due to war time. Except for one stop, electric connection can be made with filling station, grocery store, or church when needed.

³Carries both adult and children's books.

⁴Used in 9 different outlying localities of the city, once each week, with stops from 1½ to 3 hours. The stops in early P.M.'s are near schools.

X-2673.A5
#39

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

SPECIFICATIONS

BOOKMOBILE

W. E. Bradley Company
Atlanta, Georgia

As per your request we will try to give you an idea of the work that was done on the army ambulance that was converted by us into a bookmobile.

This work was laid out in the form according to the measurements of the body. These steps and figures I will try to give you.

We first cut into the sides of the body, eight feet on each side. This opening on each side was five feet high. We then laid out for the shelves that were to be installed in job. These shelves were eight in number and extended the full length of the body. This layout gave four shelves on the inside of the body and four on the outside of the body. Between these shelves was placed wire netting to separate the inner from the outer shelves. These shelves were allowed 1 3/4 of an inch slant in order that the books would stand erect and not fall over. Wire springs were installed to run along the middle of each shelf in order to hold the books on the shelves. Removable book end holders were installed by bolting them through the shelves. These could be moved along the shelves to hold the books in place no matter how many books were missing from the shelves.

Each of the four side doors that were made and installed to cover the area out out (eight feet by five feet) were made of heavy oak and covered with twenty gauge metal, a separate light was installed on each door so that the light could be turned on when the outer doors were opened.

The area over the wheels on the rear were covered by small fenders to hide the open space. The front running boards were lowered so that entrance to the cab would be easier.

After this work was completed we, of course, painted the complete Bookmobile and lettered it according to instructions.

X-2:673.A
#40

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

BOOKMOBILE

Monmouth County Library
Freehold, N.J.

A number of truck body makers were consulted before one was found, who thought the idea suggested was at all possible. It was finally carried out by E. Behringer Sheet Metal Works of 108 Jabez St., Newark, N.J.

Our truck is an International, $1\frac{1}{2}$ ton, panel. Three book racks made of steel pull out from the rear of the truck, sliding on tracks. The principle is exactly the same as the sliding drawers of the regular steel file for pamphlets. There is also a supplementary track at the top of each rack. The outside racks are double, that is, they carry books on both sides. The center one is single. The racks are six feet long and slide out their entire length. The inside of the truck, back of the driver's seat, is nine feet long so there is a space of three feet for boxes and special material.

Advantages: The truck body is not changed by the cutting of panels. Therefore, it may be turned in, in a few years, at the regular trade-in value, a saving usually of several hundred dollars. The shelves may be removed and installed in a new truck at a small cost. They will outlast many trucks. There are no cuts or cracks in the sides for water to leak in, when it rains.

Disadvantages: Racks made of steel are very heavy. Care must be taken to see that they are not too heavy, when loaded with books, for the chassis. If load is too heavy, springs will break and tires will split. Our racks are too heavy for a woman to handle. That is distinctly a man's job. Also steel racks are bound to be very noisy unless the road is absolutely smooth.

This truck has been used for approximately seven years and has proved to be very satisfactory. It was necessary to replace the original rear wheels and tires with larger wheels and heavier tires.

X-2 613
#41

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

A5

BOOKMOBILE

Hennepin County Library
Minneapolis, Minnesota

The present truck of the Hennepin County Library is a $1\frac{1}{2}$ ton Dodge chassis, cab over engine type, purchased in December, 1941. We had a specially built panel body constructed on this chassis according to our specifications. It is 12 feet long, 6 feet 6 inches wide inside and 6 feet 2 inches high inside. 7 6-ply 6/50/20 tires, 2 front and dual rear wheels and 1 spare. The spare is kept under the step at the rear of the body. Body has 2 doors in the front and double doors at the rear allowing ample space for loading and entrance of passengers. There are 3 rows of shelves on each side (inside the body) with locking device to hold the books. Space below the shelves for extra boxes of books and 2 cupboards behind the driver's seat. There are 2 windows in the rear door, 2 heaters, dome lights, a rear view inside mirror and two mirrors on the outside. The approximate cost of the whole thing was about \$1900.00.

X-2673.4
#42

X-2 673
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

CLACKAMAS COUNTY PUBLIC LIBRARY
OREGON CITY, OREGON

Description of Bookmobile

General Motors truck, panel body, 1940 model. Body rebuilt by Wentworth and Irwin Co., of Portland, Oregon.

Driver's seat is adjusted to swing completely around; during stops is used as desk chair for the small built-in table immediately behind it. Table has drawer for stamps and stamp pads, rubber bands, etc., and well for card trays. Well has cover which may be lifted off, and held back by clamp on pipe upright supporting shelves, which begin immediately behind table.

There is a jump seat opposite driver's seat, which may be folded back to allow room for patrons to enter truck through door on right side. Double door in rear can be used for either exit or entrance, but weather in winter makes use of door in front more practical.

Roof has been raised six inches in center of truck to allow tall persons to stand upright. The sides of this section have had small windows inserted in them, which makes the truck lighter.

There are five small lights in the ceiling for use on dark days. Ventilating fans towards the rear of the roof, air scoop towards the front.

Shelving fills both sides of the truck and there are magazine racks on the insides of the rear doors. These are not too practical because they are a sort of metal lattice work and magazines and pamphlets are frequently spoiled by being pushed into them without care being taken to keep pages from catching on the open places of the lattices.

There are five shelves on each side, allowing about eight feet of shelving to each shelf. There are no partitions on each shelf, but the shelves are fitted with book ends, placed in a pair of grooves to slide back and forwards as the shelves are filled or emptied. The shelves are tilted slightly upward to prevent the books from falling out. They also have a corrugated rubber covering which acts both as a shock absorber for the books on rough roads and as a prevention to their sliding. The body of the truck is metal, of course, but behind the shelves are wall sections made of heavy plywood. The floor is veneer covered with a sheet of metal. We should like to have some sort of linoleum or other floor covering put on.

Under the shelving and between wheel-housings and the back and front of the truck are small cupboards for storage of books. Water sometimes gets into these, however, through the wheel housings and the metal doors are easily sprung from driving over rough roads.

X-2673.45
#43

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

X-2 473

AS

SPECIFICATIONS

BOOKMOBILE

W. E. Bradley Company
Atlanta, Georgia

Following is a complete description of the type of body that we have been building for the various counties over the state to be used as library truck bodies:

The body that we build is constructed of oak and ash framework and covered with 20# body steel. All interiors are paneled with 1/8" Plywood which is shellacked and then varnished. There are 16 outside and 16 inside shelves for carrying books. All shelves are equipped with adjustable book ends and the inside shelves have elastic tape across the sides to keep books from falling out.

There are doors on both sides of body to permit removal of books from the outside. The lower outside doors open downward to form shelves. A rear door with a permanent window affords easy access to the inside shelves. All doors are equipped with locking handles. Doors have rubber strips inside to keep out dust and water. Also a strip of drip moulding over all doors helps to keep out water.

The inside of body is lighted by overhead dome lights. The outside shelves are also lighted by dome lights mounted on the upper doors.

The floor inside of body is of 1" oak covered with a heavy grade of linoleum. There is a recessed license plate compartment in rear of body that also houses the stop light.

A combination bumper and step of ribbed steel is provided at the rear door for easy entrance.

This body is suitable for mounting on any 3/4 ton chassis. Body is well braced with iron and the roof is covered with galvanized metal. The corners and top are rounded and body has a rub rail and wheel covering.

The price for this body suitable for mounting on the 3/4 ton chassis is \$450.00 plus a Govt. Tax of 2% payable in full upon completion of the body. No down payment is necessary. This price is for a complete job including painting and lettering and mounting body on chassis to be furnished by purchaser. Price also included installing a set of marker lights and connecting same to chassis.

We recently built a larger body that was mounted upon a 134" dual wheeled chassis for Rabun County. This body is an exact duplicate of the other body except that it is much larger and it has double doors in the rear. The price for the larger body with the same specifications is \$500.00 plus 2% Govt. Tax.

X-4613.4
#44

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

SPECIFICATIONS

BOOKMOBILE

Illinois State Library

STYLE - Similar per photos submitted

SIZE - 16' long over-all
86" wide-outside
75" high-inside

CONSTRUCTION - Entire body framework to be of metal - all joints welded and well reinforced.

BULLETIN BOARD - Inside space over the entire windshield to be used as a bulletin board. Bulletin Board to be made to fit the above space - same to be constructed of cork carpet (brown) finished with $1\frac{1}{2}$ " wooden frame. Wooden frame to be painted same as interior side walls.

DOORS - One sedan type door on each side of driver's compartment and on right side at rear - same hinged at front on continuous hinges and have coach locks--inside latch on left door--chrome plated locking door handle on right door--each door to have a shatter-proof drop glass--same to operate on crank type window lifters. Gutters are to be provided above all doors. Hand grip to be installed on inside of right front door and right rear door. One key to be used for all doors.

FLOOR - To be covered with jaspe linoleum. Color: black. Top of seats over wheelhousings to be covered with same linoleum with edges covered with metal stripping, with rounded corners.

FRONT - V type 2 piece shatterproof plate glasses set permanent, two automatic windshield wipers and two chrome plated rear view mirrors, three air vents. Two front side quarter glasses to be also set permanent and to be shatterproof glasses.

HEATING, VENTILATION AND INSULATION.

Body, side walls and ceiling to be insulated with Dry Zero and lined with fir plywood.

3 large roof air vents with glass of approximately 10' - 13' in each with crank handle turns.

1 special large "bus type" hot water heater and 2 windshield defrosters. Heater to be placed not too near driver's seat.

X-2673.41
#45

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

A5

SPECIFICATIONS

BOOKMOBILE

Louisiana Library Commission
Baton Rouge

1942 Ford Senior Vanette Type Panel Body, one ton truck.
wheelbase 122".

Floor length behind driver's seat 133 1/2".

Inside height 72".

Inside width 69".

Shelving: wood, three 3' sections of 5 shelves each on both sides;
covered with rubber matting (each shelf on which books rest) and
with rubber at back of each shelf tilting book forward. Shelving
is to be of same design and finish as in two previous Bookmobiles
with one exception:

An extra shelf is to be placed to the left of the driver's
seat at about the position of his head when seated, slightly
to rear.

A cabinet at rear for supplies.

Equipped with flags, flares, lights as required by State law.

Equipped with spare tire mounted underneath.

Door at rear: single sliding at rear with glass panel.

Lights: 3 dome ceiling lights.

Electric fans: 2 in front, 1 in rear.

Paint: outside, dark blue with strips of silver (same as car
delivered in September).

Inside, ivory. Except floor at front under driver's
seat which is to be battleship grey, or black - of good
quality that will not chip off.

Lettering on outside: To be identical with Bookmobile delivered
in September.

Body: Steel construction, insulated.

Driver's seat of folding type.

Place of delivery: Alexandria upon final completion.

NOTE: The following should be added to these specifications:

Tool Kit (specify best and most up-to-date jack)

Heater

Fire extinguisher

Ventilators: 2 side, 2 ceiling

X-7 573
A5
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

JURY ON THE CITATION OF TRUSTEES

Created by Council, May 1940, on the recommendation of the Trustees Section as follows:

WHEREAS, Awards are being made by the American Library Association to librarians for distinguished service, and

WHEREAS, Without financial reward, some 30,000 library trustees throughout the land give of their time and thought voluntarily to the cause of library service, and many trustees look upon their library work as their opportunity for genuine public service; therefore be it

RESOLVED, That the Council of the American Library Association adopt a plan to give national recognition to meritorious achievements through citation of outstanding library trustees, under the following conditions:

1. That the plan be adopted for a trial period not to exceed three years, when it is recommended that it again be considered.
2. That two library trustees be cited for distinguished service each year.
3. That the citations be made annually at a general session of the American Library Association.
4. That equal consideration be given to trustees of small and large libraries.
5. That the jury may take into consideration state or national library activities as well as service to the local library.
6. That citations be limited to trustees in actual service during at least part of the calendar year preceding the conference at which the award is made.
7. That recommendations for citations may be submitted by any library board, individual library trustee, state library extension agency, state library association, or state trustee organization, or by the Trustees Division of the American Library Association, and that recommendations must be accompanied by a full record of the candidates' achievements.
8. That recommendations must be received by December 1 to be considered for citations at the next annual meeting.
9. That the Executive Board of the A.L.A. appoint a special jury on citation of trustees to include three trustees nominated by the Trustees Division, one state library extension worker, and one librarian of a city or county public library.
10. That the jury be authorized to make no citations in any given year when, in its opinion, no sufficiently outstanding achievement is brought to its attention; or that it be authorized to make only one citation.

✓
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July 1945

45 6
CITATION OF TRUSTEES

In order to give national recognition to the meritorious achievements of library trustees, the Council, at its meeting, May 31, 1940, unanimously adopted a resolution for the annual citation of two trustees at a general session of the American Library Association for a trial period of three years. Through the freezing of boards and committees due to war conditions the trial period was extended to the fourth year. Upon recommendation of the Jury on Citation of Trustees, the Council, at its meeting, October 13, 1944, unanimously voted to continue the annual citations to two trustees for distinguished service under the following conditions: that equal consideration be given to trustees of large and small libraries; that consideration be given to state and national library activities as well as service to the local library; that citation be limited to trustees in actual service during the least part of the calendar year preceding the conference at which the award is made; that recommendations for citations may be submitted by any library board, individual library trustee, state library association or state trustee organization, or the A.L.A. Trustees Division, accompanied by a full record of the candidate's achievements. Citations have been awarded to the following:

- 1941 Rush Burton, trustee, Franklin County, Georgia, Library Board, and editor, Lavonia, Georgia, Times
William Elder Marcus, trustee, Free Public Library, Montclair, New Jersey
- 1942 The late James Oliver Modisette, chairman, Louisiana Library Commission (Award made posthumously)
Charles Whedbee, trustee, North Carolina Library Commission, (Award made posthumously 1945)
- 1943 Mrs. Marian Doren Tomlinson, trustee, Public Library, Evanston, Illinois
Ora L. Wildermuth, trustee, Public Library, Gary, Indiana
- 1944 Mrs. Lenore W. Smith, trustee, Public Library of the District of Columbia, Washington, D. C.
B. F. Coen, trustee, Fort Collins Public Library and the Larimer County Library, Fort Collins, Colorado
- 1945 Mrs. A. W. Errett, Jr., trustee, Kewanee, Illinois, Public Library
M. M. Harris, trustee, San Antonio, Texas, Public Library, and editor of San Antonio Express and San Antonio Evening News

<u>Membership Year</u>	Membership runs for the calendar year, not from date of payment. Dues for new members joining after September 1 are accepted for the next calendar year, unless otherwise preferred and noted. (New members are all who were not members nor delinquents in dues for 1945.)
<u>District Workers Within the State</u>	The names of ALA Membership Committee, Pennsylvania District Workers for the 10 districts will be sent as soon as completed. Each district worker will designate a county worker in each of the counties within the district. All workers are to try to reach all types of libraries and localities within the county and district.
<u>Letters of Invitation</u>	For personal, trustee, and institutions, letters of invitation are available from the state chairman. Be sure to indicate the number of copies of each that are wanted.
<u>Supplies</u>	Personal and institutional application blanks, membership leaflets and Bulletin reprints will be furnished by the state chairman or ALA Headquarters Membership Department. Be sure to keep a supply on hand and write for additional supplies when needed.
<u>Card Lists</u>	Have a card file of ALA members in your district or county.
<u>Making Contacts</u>	<p>Arrange to have ALA membership mentioned by you or your representative at every <u>library meeting</u> held in your territory.</p> <p>If there are <u>library bulletins</u> published in your district or county, arrange for frequent printing of an ALA membership appeal.</p> <p>Make arrangements to have ALA membership presented at <u>library staff meetings</u> in your territory two or three times a year.</p> <p>Arrange to have ALA memberships presented at every <u>library school</u> in your area. Remember library school students are eligible for membership at the minimum fee.</p> <p>See that every library trustee in your territory, not a personal member of the ALA, receives a personal invitation to join. We should have <u>many more trustees</u> in the association from Pennsylvania.</p>
<u>Suggestions for Finding Prospective Members.</u>	<p>We suggest the following lists to be used in securing new memberships:</p> <p><u>For Institutional Memberships:</u></p> <p>The American Library Directory, 1945, published by the R. R. Bowker Co., is a classified list of more than 12,000 libraries with the names of librarians.</p> <p><u>For Personal Memberships:</u></p> <p>Consult ALA Handbook, 1945, when available. Consult PLA membership List if available. Who's Who in Library Service. 2nd 1943, published by H. W. Wilson Co. contains the names of 9,000 librarians.</p> <p>To locate towns in counties, consult the U. S. Post Office. U. S. Official Postal Guide, Washington, D.C., Gov't. Printing Office.</p> <p>A special form letter of invitation for Pennsylvanians will be prepared for circulation as a follow-up letter later in the spring.</p> <p>Keep a record of all postage costs.</p>
<u>Additional Instruction to Workers</u>	

X-22
1

X-Z 673

#49

A5

BOOKS FOR OUR
WEST COAST EVACUEES

URGENTLY NEEDED

Books collected should be
forwarded to the
OFFICE FOR EMERGENCY MANAGEMENT
LIBRARY
1166 Social Security Bldg.
Washington, D. C.

Marked plainly as contributions for
the Relocation Libraries

TRANSFER

68

DEC 6 1945

Serial Record Division
The Library of Congress

Copy _____

War Activities Committee
of the D. C. Chapter
Special Libraries Association



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

August 13, 1945

To the Executive Board

Work Relief. We are sending herewith the report of the Committee on Work Relief Projects, appointed according to the following Executive Board action at the meeting of October 12-14, 1944:

Voted, That a committee be appointed to study possible future work relief projects, and report to the Executive Board so that it may be in a position to act promptly if the need develops, the committee to be made up of a member of the Federal Relations Committee, with others representing public, college, and school library interests.

The report will come up for consideration at the October Executive Board meeting. At the same time the Board will be asked to accept the Committee's recommendation that it be discharged.

Yours very truly

Carl H. Milam
 Carl H. Milam
 Executive Secretary

W
 Enclosure
 JN 12292
 A

X-2615.45
 #50

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Patrons are People; How to be a Model Librarian. 1945. 50¢; 10 copies 40¢ each; 25 or more, 35¢ each.

Pointers on meeting the public. Says a reviewer in a staff publication, "There is little doubt that the booklet will reach an audience not usually reached by the didactic method. This wise and witty manual tells how to direct people, keep them happy, and serve them adequately in a library."

Activity Book #2; Library Projects for Children and Young People. Fargo. 1945. \$2.50.

Brief, pointed "recipes" tell how librarians make their young people's departments more effective within and outside the library, in school and community relationships. A critic says, "It seems a worthy successor to Activity Book for School Libraries. Miss Fargo has accomplished a valuable piece of work for busy librarians."

School Libraries for Today and Tomorrow, Functions and Standards (AASL-ALA) 1945. \$1.

Presents qualitative and quantitative analyses of the broad areas of school library service with recommendations for their improvement and expansion. "Excellent," writes a reviewer, "for evaluating school library services for standards."

Copies of A.L.A. Books and Pamphlets-1945 (Ready September), and School Activities and the Library (Sample enclosed) will be sent on request for free distribution to students. Please specify quantities.

X-2673.1
#51

A2

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

New Castle County Free Library
Wilmington, Delaware

RECEIVED
COMMERCIAL
SERIALS SECTION

OCT 18 1945

COPY

Bookmobile Specifications

The Chevrolet deluxe chassis and accessories consisting of long engine pan, heater, defroster, fender well, two visors, two windshield wipers, inside light, and extra springs cost \$678.

The body was built by a local dealer, James Watson and Sons, Company, 3006 Market Street, Wilmington, Delaware, and cost \$500. Total cost \$1178.

Stream-line body, natural wood finish, of Station Wagon type, to be built and mounted on $\frac{1}{2}$ ton chassis, with extra spring. (Necessary).

Wood frame of body made of Northern white ash with shatter-proof glass in same, full length swinging rear door.

Approximately 40 lineal feet of book shelving covered with rubber.

Front seat full width of body with hinge at left side so that the seat may be moved ahead for entrance to interior of truck.

Spare tire on front fender well, heater and defroster, 2 visors, two windshield wipers.

Length of Bookwagon from back of seat to rear door 6 feet, 9 inches inside.

Height - 4 feet, $2\frac{1}{2}$ inches, inc.

Width - 59 inches over all.

Width of back door - 25 inches, height - 40 inches

Width of front door - 32 inches.

Shelves

Number of shelves

3 on each side

Depth - $8\frac{1}{2}$ inches

Height - Bottom shelf - $10\frac{1}{2}$ inches

Top and center shelves - $9\frac{3}{4}$ inches

Shelves tilted in order to keep books from falling out $\frac{3}{8}$ inch.

Line back of shelves with thin wood or beaverboard.

Extra size books

Depth - 9 inches

Height - 13 inches

Length - $16\frac{1}{2}$ inches

Name on front and back doors.

Two gadgets added:

1. A pin which hooks into the rear bumper and holds the back door open.
2. An extra hinge over the middle rod which props up the side, to hold the rod more securely.

X-2678.45
#52

X-2 673
A5

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

THE
OCT 18 1945
COPY

PULASKI COUNTY LIBRARY
Little Rock, Arkansas

Description of Bookmobile

1. COST:

Total Cost: \$1406.00, plus 2% state sales tax, unless not required under exemption clause of sales tax law.

Body: \$560.00. (Estimate, due to fact that unit is a remodeled and reconditioned job, the body of the Bookmobile purchased in 1938 having been retained wherever possible.)

2. GENERAL DESCRIPTION OF TRUCK:

Weight capacity 3/4 ton.
Make Dodge.
Model 1941.
Weight when empty 4,400 lbs. (Est.)
Weight when loaded 5,190 lbs.

3. BOOK CAPACITY:

On shelves 450 to 500
In cartons 250 to 300

4. DESIGN AND CONSTRUCTION.

Two units, consisting of separate cab and body.

Body constructed throughout of welded gage steel.

Outside shelving (three 7 foot shelves to a side) enclosed with glass.

Combination glass and steel side doors (two to a side) which open both up and down. Lower sections form projecting shelves or tables for convenience of readers and librarians.

Two section rear door. Upper two thirds of door swings up, providing protection from sun and rain for attendant when he is working at lower third of rear door which drops down to form work desk.

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X-2 013
A5
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois
July, 1945

THE LIBRARY
OF CONGRESS
RECEIVED

OCT 18 1945

PUBLIC LIBRARY OF CINCINNATI

Chalmers Hadley, Librarian

The Public Library of Cincinnati will receive quotations for a Library Book Truck to fulfill the following specifications, which are explanatory in many items:

- Chassis Body to be mounted on a $1\frac{1}{2}$ ton chassis, with cab and dual rear tires with no less than 159" wheel base.
- Body Size 12' long inside; 78" wide in clear; 75" high in center of body in clear.
- Outside Outside and front of body to have #20ga auto body stretcher level steel panels, these panels to be painted with 1 coat of heavy insulating paint before mounting panels to pillars, top panels are to lap over lower panels 1" to make body water-tight. One layer of heavy insulating paper between panels and pillars.
One stationary window in front end of body above cab line, with shatter-proof glass 12" x 48" set in rubber, fastened with $\frac{1}{2}$ " wood moulding on inside and nickel plated oval head screws and cup washers.
5" radius corners covered with #20ga auto body stretcher level steel, 1" slip on moulding over joints. 2" belt moulding in line with cab moulding, moulding painted before placing to body.
- Right Side to have 2 swinging doors 24" wide full height of outside of body, from bottom of skirt to roof line each door to have 1 winding drop window 20" x 17" (shatter-proof glass) set in channel, wood moulding on inside and fastened with nickel oval head screws and cup washers.
1 heavy patent coach lever lock with nickel plated club handle and keys, heavy duty long piano hinges on doors 2 ante door rattlers, 2 rubber bumpers set in steel casing and fastened to pillars, each door to have a door guard on top rail, front door hung to front pillars, rear door hung to rear pillars. Inside of doors lined with 3-ply firwood panels fastened with nickel plated screws and cup washers.
Each door to have 2 steps with metal safety tread covering, steps are to be inserted in body of car, provision made for the door to close flush with step, at step to have $1\frac{1}{4}$ " pipe hand rail, fastened to body pillars and floor.
- Left Side Body side panels to have skirt flush with bottom edge line and cab step, metal bumper rail full length of body. Storage space in left skirt front of fender 12" x 36" x 20", with lock and removable club handle. Wheel housing built in body to extend about 8" above floor 18" wide, these wheel houses must be water-tight, 2 dual streamlined rear fenders well-braced.
- Rear body to be built slant with a beaver tail on lower part of skirt, top round and the 2 corners, covered with #20ga auto body stretcher level steel, same as sides. One window 12" x 48" (shatter-proof glass) made to open with long hinge and 2 arm brackets. License plate and lights



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

OCT 18 1945

Detroit Public Library
Detroit 2, Michigan
August 13, 1945

To Members of 1944-45 and 1945-46 Committees and Boards:

In preparing recommendations for committee appointments for the year ahead I have been guided largely by three principles:

1. To bring into committee work people who have not shared in these responsibilities in the past or who have been given only very limited opportunity to do so.

2. To recommend no one for more than one committee, except in a few instances where the work of two committees is so related in character that they must be closely co-ordinated.

3. To avoid placing service men and women on committees because of the uncertainty of their being able to function in a manner satisfactory either to themselves or the Association.

Nearly eighty percent of the new names on the 1945-46 committee list have been recommended for the particular assignments given them, either by presidents of State or Regional Library Associations or by presidents of local library clubs. Despite this assurance of proven ability the replacing of others who have worked unselfishly and successfully involves a risk in the matter of overall accomplishment. That, of course, is inevitable in any change. However, the long-time gains that come with spreading more widely the work of the Association and that grow out of the development of enlarging direct interest by increased numbers of members would seem to outweigh heavily any temporary losses inherent in a break in continuity of service.

With this explanation of the policy being followed, which I hope all concerned will recognize as entirely impersonal and motivated only by a desire to act fairly and in the best interests of the Association, let me express to the retiring committee members the grateful appreciation of all for the fruitful interested service you have rendered. Despite the handicaps of not being able to meet, in many respects the accomplishments of the last twelve months make them a banner year.

To the incoming committee members and particularly to those who have never before shared in the guiding of Association activities and policies I send good wishes. With an active interest and a sense of responsibility on the part of every member for the work of the whole committee splendid results should be achieved. If we can continue for one more year to do effective cooperative work entirely by mail, perhaps more normal procedures will then be possible and the satisfactions that come with meetings and across the table discussions can be reinstituted.

Gratefully and sincerely yours,

Ralph A. Ulveling
Ralph A. Ulveling
President

RAU:hs
JN 12311

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#56



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

OCT 18 1945

September 1, 1945

To the State Directors of the
Library Development Fund:

As the nation swings over from war to the early post-war period, the Congress is called back to Washington for action on critical aspects of reconversion - preventing wholesale unemployment, revision of surplus property legislation, extension of social security, and plans for public works.

In this atmosphere, state directors may well reconsider the emphasis and the plans for completing the campaign for a Library Development Fund. Surely a Washington representative of the A.L.A. and of libraries is needed even more urgently than last spring, to bring libraries into the many all-over post-war legislative and executive plans. A public relations program is also needed.

Fortunately contributions in the spring and the summer were large enough to permit the Executive Board of the A.L.A. to plan to begin the service. Paul Howard, librarian of the Gary Public Library and past chairman of the Federal Relations Committee, goes to Washington October 1 as federal relations representative. But the full amount of \$105,000 needed to support a four-year program is still some distance ahead. It must be reached if the project is to continue long enough and be broad enough to show results. The Campaign Committee believes the goal can be reached.

Contributions to August 28 from librarians, trustees and friends amounted to \$57,954; from the book-trade, binders and other business concerns \$11,410; making a total of \$69,364 with \$35,636 still needed to reach the goal. Only 6 states and 1 territory have reached their quota. Others range from 4 to 96 per cent, with one just getting under way.

Campaign plans. If direct solicitation by letter has proved only partially effective, why not try out intensive work by district and local chairmen? If contributions are spotty, can some one with enthusiasm cultivate the unresponsive areas? Will state or district meetings be planned now that travel restrictions are being gradually lifted? These

It Costs . . .

But It Pays!

MEMBERSHIP in the American Library Association gives you

- ✓ The *A.L.A. Bulletin*
- ✓ Placement service without additional fee
- ✓ Individual listing in the annual directory of libraries and librarians
- ✓ Affiliation with one divisional group of your choice (no cost to members paying dues of \$3 or more)
- ✓ Advantages of the Association's nonprofit, cooperative publishing program in behalf of library progress
- ✓ An annual national conference held in different parts of the country
- ✓ Information and advisory services from a headquarters office and staff
- ✓ Direct benefits from the work of over seventy committees dealing with specific problems
- ✓ Opportunity to participate in a sound retirement plan designed especially for librarians

In addition to these individual benefits, the A.L.A. over sixty years ago initiated the popular library movement in America and blazed the trail which has developed librarianship as a profession.

The advantages that can be shared and the aims that can be accomplished depend directly upon membership support. Join or renew now!

Personal memberships cost from \$2 to \$10; institutional memberships, from \$5 to \$25. Apply to the Membership Department, American Library Association, 520 N. Michigan Ave., Chicago.

Reprinted from *A.L.A. Bulletin Handbook*, December 15, 1945
American Library Association
520 N. Michigan Ave.
Chicago 11, Ill.

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The A.L.A.—What It Is and Does

The American Library Association is an organization of libraries, librarians, library trustees, and others interested in library service. When it was founded in 1876 it initiated the popular library movement in America and blazed the trail which has developed librarianship as a profession. It is the chief spokesman for the modern library movement in North America, and has more than 15,000 members distributed in every state and Canadian province and in the major countries of the world. It is affiliated with more than sixty other library associations here and abroad.

Teamwork characterizes the Association's program. More than six hundred members serve on its voluntary boards and committees each year, generously contributing advice, experience, and time in dealing with specific problems of mutual benefit and supplementing the resources of a headquarters staff. The headquarters office at 520 North Michigan Avenue, Chicago, serves as a clearing center for all library interests.

Objectives

Underlying the American Library Association's nearly seventy years of activity has been the philosophy that *libraries exist to make books useful to people*.

Incorporated under the laws of Massachusetts "for the purpose of promoting the library interests throughout the world . . . by disposing the public mind to the founding and improving of libraries," one of the chief continuing objectives of the Association is complete and adequate library coverage for the United States and Canada.

Other objectives are:

To raise standards and promulgate ideals of library service

To assist libraries to operate with the utmost economy and efficiency

To promote studies which will tend to establish on a solid foundation the library's place in the governmental and social structure

To build for the future of library service by drawing into the profession some of the best qualified people

To improve the status of librarianship:

By working to advance salary standards

By maintaining an effective personnel and placement service for employers and employees

By increasing professional knowledge through original research

By promoting adequate facilities for professional education

By working for the establishment of scholarships and fellowships

By providing a plan for retiring annuities for its members.

Publications

The *A.L.A. Bulletin*, issued monthly and sent to every member, carries news, articles, and reports on the Association's activities. Members are kept informed on progress in legislation, certification requirements, new fields of service, the salary and employment situation, efficient techniques, and successful public relations. Annual conferences and business sessions are held for discussions, exchange of views, and decisions on library matters, and the *Proceedings* are published as a special issue of the *A.L.A. Bulletin*. The *Handbook*, another special issue, is an annual list of officers, committees, boards, divisions, round tables, and a directory of A.L.A. members, state associations, extension agencies, and library schools.

Through the *Booklist*, semimonthly, libraries are kept in touch with current books particularly adapted to their needs and, through the quarterly *Subscription Books Bulletin*, with subscription sets currently sold which may or may not be useful and reliable purchases. *College and Research Libraries*, a quarterly journal for college, university, and reference librarians, contains educational and library news, book reviews, articles on research, experimentation, and standards in educational and research fields. The quarterly *Hospital Book Guide*, sponsored by the Hospital Libraries Division of the A.L.A., presents reviews of carefully selected fiction and nonfiction. More than 200 publications of the Association—professional tools for all types of libraries—help librarians in administering their libraries efficiently and economically.

Official Years

The Association operates within the following annual periods: *membership year*, calendar year for the Association and its divisions; *fiscal year*, September 1 to August 31; *conference year*, the period when officers and Council members hold office, normally the period between annual conferences; *committee year*, September 1 to August 31.

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#59



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

August 9, 1945

To Public Librarians and Heads of
State Library Agencies:

The National Housing Agency is calling on the librarians of the country, through the A.L.A., to cooperate in informing and interesting the general public and the returning servicemen in the new housing program for veterans. Administrator, John E. Blandford, writes as follows:

"The National Housing Agency has recently been given responsibility for administering an Act of Congress designed to relieve, in some measure, the housing problems of returning veterans and families of servicemen. I hope we may have your counsel and cooperation in seeing that this Act is of as much benefit as possible to these families and to their communities.

"The housing problems of the veterans' and servicemen's families arise, of course, out of the general shortage due to wartime curtailments in housing construction. The effect of the scarcity of housing in many areas has been aggravated by a considerable volume of real estate sales resulting in evictions. While this is a community housing problem affecting all residents, it falls most heavily on families of servicemen living on allotments and on veterans who return to their communities with no housing at all.

"While the NHA's major responsibility has been to provide housing for essential workers coming into war production centers, we have always given as much help as possible to servicemen and their families. We have arranged for veterans to get priorities for materials permitting them to build their own homes either with loans under the G. I. Bill of Rights or with their own funds. However, many veterans cannot afford to buy a home or are not yet certain enough of their future plans to find it desirable to undertake a large fixed purchase in a particular community.

"It became increasingly clear that any steps we could take within the framework of existing law would be insufficient to prevent many cases of extreme hardship. We, therefore, presented the problem to the Congress and, as a result, Public Law 87 was enacted adding a Title V to the Lanham Act to provide for "housing for distressed families of servicemen and veterans with families," -- families who cannot find suitable accommodations in privately financed housing at prices they can afford.

PROGRESS ON PUBLISHING PROPOSALS

May - June, 1945

Biography - Lutie E. Stearns. The critics decided the material dealt too little with Miss Stearns' Library work, and that the manuscript, therefore, was unsuitable for A.L.A. publication. The manuscript was rejected.

Blind - Manual on Work with, Mary J. Heenan. An outline prepared by Miss Heenan was sent to the Editorial Committee for comment. The committee's general approval and the suggestions made were transmitted to the author.

Book List - Buying - British Books for American Libraries. The list is still being prepared. We hope to have it in the press in a few weeks.

Book List - Buying - List of Books for Small Libraries, 7th edition, Marion Horton. The manuscript was accepted for publication by the Editorial Committee and the Executive Board. The manuscript is now in the Editorial Office for printing.

Book List - Buying - Guide to Reference Books, 7th edition, Mudge. The subcommittee of which Miss Margaret Hutchins is chairman has sent out, through the Publishing Department, a checklist of possible uses and changes in the Guide. It went to a selected group of librarians. Replies have not as yet been evaluated.

Book List - Buying - List of Books in Large Type. A letter from Miss Mildred Methven tells us that Miss Heenan has made a beginning on the list, but that she has given preference to the manual on Work with the Blind.

Book List - Buying - Junior Colleges. It has been suggested that we issue a supplement to the Mohrhardt List, and that possibly the Carnegie Corporation might provide funds to carry out the work.

Buildings - Plans

Miss Merrill brought back with her from a meeting called by Miss Rockrock some sketches and library buildings plans developed for libraries of varying size in the TVA area. We are in correspondence with Helen Harris regarding the possibility of the A.L.A.'s publishing them with comments as a brochure to sell for \$1 to \$1.50.

Buildings - Pointers for Public Library Building Planners, Russell J. Schunk. Because of the timeliness of this manuscript, the Publishing Department has made an effort at immediate publication. The manuscript has been approved for publication by the Editorial Committee and the Executive Board, and is now being prepared for the press.

Business Services - Public Library, Marian C. Manley. The revised manuscript was sent to critics who agreed that there is still some work to be done before the manuscript is ready for publication.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

June 28, 1945

To the State Director of the Library Development Fund:

The campaign results to date are very encouraging. The members of the Campaign Committee and the A.L.A. officers who met in Chicago June 21, were sincerely appreciative of the work you have done. It is gratifying to know that you have already collected \$50,481, in the face of such obstacles as a late start in several states, the Seventh War Loan, war duties, restricted communications and other difficulties. In addition, the Fund has received \$7,820 from the book trade and commercial friends of libraries, making a grand total of \$58,301 as of June 21.

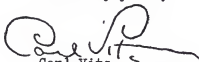
If we can do this in a couple of months, in spite of handicaps, it is only a question of time before the Drive reaches the \$105,000 goal. Therefore, the Committee has removed the time limit on the campaign. We will stop only when we have reached satisfactory goals for our states - when we have done all we can. In seeking complete coverage for the country, we need complete coverage for the Campaign. Results show we can reach our state goals. Some states have done so. Some have exceeded them as much as 30%.

If you will turn to the attached graph, you will see at a glance how much still needs to be done. The ideal is to reach 100% and go over. The time to stop is only when the state director is satisfied that as much as possible has already been collected. We are not suggesting that areas and individuals already canvassed be tried again. We suggest re-examination of the localities and groups which have not contributed as much as they should, and intensified effort there. You will know best what additional steps would be most rewarding in your state.

A report of developments in various states is enclosed. Let our efforts continue unabated through this summer, or make the summer months a period of preparation for renewed effort this fall.

Now that my presidential duties are over, I shall have more time for the campaign and am planning to stay with it until all the fields have been ploughed. I expect to be in Chicago frequently. Letters and reports may be addressed to me at A.L.A. Headquarters, though most of them will be first handled by members of the headquarters staff.

Cordially yours,


Carl Vitz
President, and Chairman, Campaign Committee

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News of Public Opinion Surveys

RELEASED BY NATIONAL OPINION RESEARCH CENTER
University of Denver

For release: Monday, November 12, 1945

Reading Favorite Spare Time Diversion of Many People, Survey Shows

DENVER, November 11. (Special) More people consider reading their favorite recreation than choose any other single diversion. The majority of the public also prefer newspapers and magazines to books, according to a survey made by the National Opinion Research Center, University of Denver, for the American Library Association and 17 cooperating city libraries in the United States.

Reading is named as a favorite spare time diversion by 41% of adults. Second in popularity are arts, crafts, or fine arts which are mentioned by 16%. Sports are the favorite way of spending spare time for 11% of the people.

Of those interviewed, 56% say they spend an hour a day or more reading newspapers and magazines, while 22% say they spend that much time reading books.

To find out how people like to spend their free hours, NORC interviewers asked a miniature cross-section of the civilian adult population in each of the 17 cities whose public libraries cooperated in the American Library Association study:

(MORE)

News of Public Opinion Surveys

RELEASED BY NATIONAL OPINION RESEARCH CENTER
University of Denver

For release: Monday, November 19, 1945

People Know Little about Financing of Public Libraries, Survey Shows

DENVER, November 18. (Special) Nearly half of the people -- 45% -- are unaware that they themselves are supporting their public libraries through taxes they pay, and a majority -- 63% -- do not know if these taxes provide sufficient funds for adequate library service. This lack of knowledge is revealed in a survey made by the National Opinion Research Center, University of Denver, for the American Library Association and 17 cooperating city libraries throughout the United States.

NORC interviewers talked with a cross-section of the civilian adult population in each of the 17 cities whose libraries cooperated in the survey: Atlanta, Baltimore, Buffalo, Chicago, Detroit, Hartford (Connecticut), Houston, Kansas City (Missouri), Louisville (Kentucky), Milwaukee, Newark, Philadelphia, Pittsburgh, Portland (Oregon), St. Louis, San Francisco, and Seattle,

To ascertain how much people know about sources of revenue for their libraries, NORC's interviewers asked:

"Do you know where the public library in this city gets its money?"

No	45%
Uncertain	22
Yes	33
	<u>100%</u>

(more)

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

November 14, 1945

To: Members and State Representatives of the Federal Relations Committee, State Extension Agencies, A.L.A. Division Officers, State Library Associations, A.L.A. Council Members:

During a meeting in Washington, November 3 and 4, the organization of the new A.L.A. National Relations Office was discussed and several conclusions tentatively reached. A Program for Action and a Charter for the National Relations Office were tentatively prepared by the Executive Committee of the Federal Relations Committee, subject to revision and approval by the full Committee at the Midwinter Conference, and to review by the A.L.A. Council at that time. Mr. Howard and the Executive Committee would appreciate it if you could give some advance consideration to these documents, which are enclosed. Your comments and criticism should be sent to Mr. Howard, A.L.A. National Relations Office, 1709 M Street, N.W., Washington 6, D. C.

Sincerely yours,

Olga M. Peterson
Olga M. Peterson
Chief, Public Relations
Office.

OMP:mm
enclosures

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

April 27, 1945

Dear State Director of the Library Development
Fund Campaign:

Let's make some day in May V-Day for the Library Development Fund! At the State Leaders Conference in January, the termination of the campaign was scheduled for April 30th. Since that time, enthusiasm for the objectives of the Library Development Fund has reached a new high. Very impressive plans have been reported by state chairmen; advance contributions have been received from as far afield as India and "somewhere in Germany."

However, in many cases more time was required to organize state campaign activities than was anticipated. For that reason, I urge you to carry on the campaign into May if necessary. Let's finish the job! Let's meet our state goals!

Please remind your state treasurer to send in the contribution cards at the same time the financial reports are made. A few checks have been received without the corresponding contributors' cards which are needed by the accounting staff at headquarters.

I know that you are all vitally interested in the final story of this campaign. Let's make it the best chapter in A.L.A. history--by going over the top in your own home state.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Carl Vitz', with a stylized flourish at the end.

Carl Vitz
President
Chairman, Campaign Committee

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

April 30, 1945

To the Executive Board and
International Relations Board;

My apologies to Mr. Metcalf and Mr. Lydenberg if this letter duplicates their action. I am communicating directly with you to save time.

I have been designated as one of the three delegates of the American Council on Education to attend the San Francisco Conference as consultants. If transportation is available, I plan to be in San Francisco from May 16 to May 30.

It came about this way: When Mr. Lydenberg noted the invitation from State Department to some forty organizations to send consultants, he suggested that Mr. Vitz ask the State Department to extend an invitation to the A.L.A. Mr. Vitz discussed the matter with me by telephone and it was agreed that I should consult Dr. Zook and possibly others. Conversations with Dr. Zook led to his inviting me to serve as one of the three delegates. The others will be President Wells of Indiana University (two or three weeks) and then Dr. Zook for the rest of the time, the two counting as one delegate; Dr. Wilson, the Executive Secretary of the Council's Committee on International Education and Cultural Relations, who will be there for the full time. Vitz, Lydenberg and I agreed that I should accept this invitation with the understanding that I would not be able to attend all of the time. We also agreed that we would not request a separate invitation from the Department of State.

It should be added that I am supposed to represent the non-school aspects of education; that Dr. Zook regrets that he is unable to offer to pay my expenses.

I have been skeptical of the desirability of taking the time and money necessary for an excursion to San Francisco and have been waiting for some definite evidence that there would be a fair prospect of making some kind of contribution to international relations, education or libraries.

This morning I received letter Number I from the American Council's San Francisco Headquarters. It seems to me so important that I am having it remimeographed here and sent to you.

DIVISION OF PUBLIC LIBRARIES ESTABLISHED

The American Library Association now has a Division of Public Libraries comparable to the long-established Association of College and Reference Libraries. The Council voted favorably, for the second time, on October 13 on the petition of nearly 1200 members. An organization meeting was held October 15 with Carl Vitz as convener and temporary chairman.

Provisional officers were elected to serve until the first annual meeting, as follows: President Amy Winslow, Cuyahoga County Library, Cleveland; First Vice-President, Martha B. Merrell, Racine Public Library; Second Vice-President, Annie I. Hume, Willistead Library, Windsor, Ontario; Treasurer, Nordica Fenneman, Chicago Public Library; ^{Congress} Executive Secretary, Julia Wright Merrill, A.L.A. Headquarters.

JAN 11 1945

Provisional directors are: Milton A. Drescher, Milwaukee Public Library; Isabel Dubois, U. S. Navy Department; Elsie Gordon, Detroit Public Library; Mrs. Dorothy T. Hagerman, Grand Rapids Public Library; Annie I. Hume, Willistead Library, Windsor, Ontario; Magnus K. Kristoffersen, Hartford Public Library; Glenn M. Lewis, Minneapolis Public Library; Carl Vitz, Minneapolis Public Library.

Interested librarians may designate this Division, in paying their 1945 A.L.A. dues, as the one to which they wish 20 per cent of their dues to be paid. At the same time they may indicate membership in one of the following sections: Adult Education, Branch Librarians, Business and Technology, Lending, Large Public Libraries, Order and Book Selection, Service Librarians (Army and Navy), and Small Public Libraries. Other sections will undoubtedly be organized later, for example, medium-sized public libraries.

4-7 673
American Library
Association
May 1, 1945

AJ

DIVISION OF PUBLIC LIBRARIES

Provisional Officers, Elected October 15, 1944

President - Amy Winslow
Librarian, Cuyahoga County Library, 1150 West 3rd St., Cleveland, Ohio

First Vice-President - Martha B. Merrell
Librarian, Racine Public Library, Racine, Wisconsin

Second Vice-President - Annie I. Hume
Chief Librarian, Willistead Library, Windsor, Ontario, Canada

Treasurer - Nordica Fenneman
In charge of the Popular Library, Public Library, Chicago, Illinois

Executive Secretary - Julia Wright Merrill
Chief, Department of Information and Advisory Services
American Library Association

Provisional Directors and the Sections They Represent

Adult Education Section - Elsie Gordon
Director, Youth Service, Public Library, Detroit, Michigan

Branch Librarians Section - Mrs. Dorothy T. Hagerman
Senior Assistant, In charge West Side Branch, Public Library
Grand Rapids, Michigan

Business and Technology Section - Milton A. Drescher
Chief, Science and Industry Department, Public Library, Milwaukee, Wisconsin

Lending Section - Magnus K. Kristoffersen
Librarian, Public Library, Hartford, Connecticut

Librarians of Large Public Libraries - Carl Vitz
Librarian, Public Library, Minneapolis, Minnesota

Order and Book Selection Section - Glenn M. Lewis
Librarian Main Library, Public Library, Minneapolis, Minnesota

Service Librarians Section - Isabel Dubois
Director of Libraries, Bureau of Naval Personnel, U. S. Navy Department
Washington, D. C.

Small Libraries Section - Annie I. Hume
Chief Librarian, Willistead Library, Windsor, Ontario, Canada

4-7 673
#59

BOYS AND GIRLS WEEK AND LIBRARIES

To Sponsoring Committees:

Public libraries and school libraries may assist in many ways in the local plans for BOYS AND GIRLS WEEK. For most effective results library representatives should be included in planning groups at an early stage.

The library will help you by providing printed materials on the various subjects and areas to receive emphasis during the week. These will help you in working out preliminary plans.

The library can help you with exhibits. Some of these might be planned for young people themselves and others planned to show adults the activities of young people. The library can provide display space for exhibits prepared by youth-serving agencies or by boys and girls themselves. If invited to do so, the library might prepare displays to be placed in various community locations. Some would of course be planned by the library with the cooperation of the sponsoring committee and displayed in the library.

Selection of the special objectives of the local observance of BOYS AND GIRLS WEEK will of course determine the specific exhibits most appropriate.

Below are suggestions of exhibits which might be done with library cooperation:

In advance of BOYS AND GIRLS WEEK.

1. Exhibit of materials for youth leaders to help them in their program planning.
2. Perhaps a series of exhibits on young people and their religion - their recreation - their future - their community participation, etc.

During BOYS AND GIRLS WEEK

1. Exhibit of hobbies of representative boys and girls in the community and of books, printed materials and visual aids which help young people to find and pursue satisfying hobbies.
2. Exhibits showing the current activities and programs of the youth-serving agencies in the community.
3. Exhibits in the library planned for parents and community members to show graphically what the local school program does for boys and girls as individual community members.
4. Exhibits in stores or other centers which will show graphically and humanly the public library program for children and young people in the community.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

April 26, 1945

To A.L.A. Councilors:

Building the Peace. For your information a copy of a letter is attached (see Exhibit A) which was sent to members of the Executive Committee of the Liaison Committee for International Education and other organizations as indicated. This letter was sent to apprise these organizations of the contribution the A.L.A. and libraries can make to the program of Building the Peace.

Honorary Membership. In June 1944, Hiller C. Wellman wrote to Mr. Vitz proposing that H. W. Wilson be elected as an honorary member of the A.L.A. (See Exhibit B). Action was postponed since at that time the By-Laws provided for election of an honorary member by a two-thirds vote of the members present and voting at an annual conference of the Association. The change in the By-Laws, reported in the April A.L.A. Bulletin, p. 154, makes it possible for the Executive Board to nominate and the Council to elect honorary members.

The Executive Board, April 13, unanimously approved the resolution that Halsey William Wilson be nominated for honorary membership in the American Library Association. His name is now presented to Council for election as an honorary member. A form for your vote is enclosed.

Cordially yours,

Carl H. Milam
Carl H. Milam
Executive Secretary

hs
enclosures
JN 12109
A

X-2673.45
#71

X-2 012
A
American Library
Association
April, 1945

DISPOSAL OF SURPLUS PROPERTIES TO LIBRARIES

AS EDUCATIONAL INSTITUTIONS

Statement filed by the U. S. Commissioner of Education with the Surplus Property Administration in December 1944 (along with a statement on schools and colleges) and just released. The letter of transmittal included the following paragraphs on libraries:

"One of the major educational needs in this country is the provision of adequate public library services to the people in all communities, large and small. It is a well-known fact that with few exceptions these services are not available to our people in rural areas. Considerably less than one-half of our population is now provided with adequate library services.

"Since public libraries are properly considered as educational institutions, along with schools, colleges, and universities, considerations have been given to the utilization by them of surplus property. On November 9 and 10 I arranged for a conference of representative library leaders to consider this problem with representatives of this Office. I am glad to submit for your consideration the proposals of this Conference entitled, "Disposal of Surplus Properties to Libraries As Educational Institutions."

Libraries as educational institutions merit special consideration under the provisions of the Surplus Property Act of 1944. Since school and college libraries will be covered necessarily by the procedures and regulations set up by the Surplus Property Board for the institutions of which they are a part, the following statements and proposals concern public libraries, except as specially noted. These institutions are either tax-supported or tax-exempt, operate for the most part under their own local governing boards or authorities, and render library service to a community, area, or region. They number approximately 6,500 independent systems.

Public libraries fill a unique place in the educational program of the United States. By furnishing opportunity for self-education to adults and persons of all age-groups, by facilitating informal study and research on an individual basis, these libraries carry cultural and educational opportunities further perhaps than any other educational institution. Libraries enable men and women to prepare themselves for activities in which they will be involved as citizens, to equip themselves for helpful occupations, to improve their capacity for appreciation and contributions in cultural and social fields, to bring themselves up to date in all fields of knowledge in which they are interested, and to utilize leisure time to promote personal happiness and social well-being.

Furthermore, the public library has become an important factor in interpreting American ideals and the American scene to the general citizen. Its unusual value lies in the fact that it makes available information and interpretations from many viewpoints, so that each individual develops his own thinking from all sides of an issue. This democratic process tends to build a stancher and a more informed citizenship.

X-2 673.45
#172

A.L.A. DEPARTMENT OF INFORMATION AND ADVISORY SERVICES

Report of Department Head and of Public Library Office

For April 1945

Post-War Planning

"College and University Libraries and Librarianship", prepared by the College and University Post-War Planning Subcommittee, William H. Carlson, chairman, was sent to Headquarters in final draft. Recommendations are being solicited from the Post-War Planning Committee and the A.C.R.L.

Elizabeth Briggs, Cleveland, president-elect of the Division of Libraries for Children and Young People, has been added to the Committee on Post-War Planning and will organize a joint subcommittee to prepare a publication on planning for public library service to children and young people. She hopes to outline the project this summer when she spends six weeks at Headquarters substituting for Mildred L. Batchelder.

Chapter outlines for a national plan for public libraries, prepared at the conference of March 23-24, were revised in light of the discussion and sent to Chairman Joeckel and Miss Winslow.

Conferences were had with Chairman Joeckel, and, in Cleveland, with Miss Winslow and Fern Long (who will write the first two chapters of the plan), and with Miss Briggs.

A summary of public library standards prepared from A.L.A. materials by Charles S. Ascher of the National Housing Agency for use of housing officials, was commented on.

Library Development Fund

The campaign is going well in most states. Some have lagged however. A letter from President Vitz was sent to state directors urging continued effort.

The campaign in the Chicago area was initiated through conferences with the president and secretary of the Chicago Library Club and Andre Nielsen of Evanston, who has taken the local chairmanship. A circular letter and leaflets were enclosed with the announcements of the last Chicago Library club meeting of the year.

State directors continued to request additional supplies, by long distance, by telegram and by special delivery letter. With no shipping clerk the office staff even carried packages to the branch postoffice. The stock of leaflets is now practically exhausted.

Miss Gregory is spending one day a week at Headquarters - as much as the Waukegan board is willing to allow. Urgent matters on other days are handled in this office. Mr. Milam and his staff are working on the campaign with publishers.

X-2673.45
#73

AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago 11, Illinois

For release May 15

This year's Pulitzer Prize winner, A Bell for Adano, pulls down another honor today when the American Library Association announces its selection of Outstanding Books Published In 1944. The war novel by John Hersey is one of fifty books selected by a poll of the Association's 15,000 members. Others were: Welles, The Time for Decision; Pyle, Brave Men; Bowen, Yankee from Olympus; Brooks, World of Washington Irving; Botkin, A Treasury of American Folklore; Snow, People on our Side; Landon, Anna and The King of Siam; Chase, The Bible and the Common Reader; Smith, Strange Fruit; Grew, Ten Years in Japan; Myrdal, An American Dilemma; Lippman, U. S. War Aims; Stone, Immortal Wife; Fast, Freedom Road; Benet, America; Stowe, They Shall Not Sleep; McWilliams, Prejudice, Japanese-Americans; Krutch, Samuel Johnson: Santayana, Persons and Places.

Also Cronin, Green Years; Bodmer, Loom of Language; Waller, The Veteran Comes Back; Best, Young'un; Brown, A Walk in the Sun; Adams, Album of American History, Vol. 1; Davenport, My Country; Fowler, Good Night, Sweet Prince; Woodward, The Way our People Lived; Shute, Pastoral; Stettinius, Lend-Lease, Weapon for Victory; U. S. National Gallery of Art, Masterpieces of Painting; Brown, Many a Watchful Night; Becker, How New Will the Better World Be?; White, They Called it "Purple Heart Valley"; Adams, The Shape of Books to Come.

Jaffe, Men of Science in America: Karski. Story of a Secret State. Porter

X-2673, A1
#74

WHEN YOU THINK
OF ALADDIN...
YOU THINK OF HIS LAMP

WHEN YOU THINK
OF YOUR PROFESSION...
YOU THINK OF THE A.L.A.



TO THE MEMBERSHIP COMMITTEE:

It would be wonderful if we could announce V-L DAY! The men in the theatres of war fought unceasingly each day for 5½ years, backed up by a convinced Home Front. If you compute achievement in terms of the actual work of Librarians --- with the Home Front not yet convinced --- V-L DAY will not come in our lifetime.

ALADDIN is the Gent. we need. In fact, to bring it right down to you and me, that lamp would come in mighty handy. We have 3 months left in our committee year. During that time school librarians will be scattered. Unless you work fast, public librarians will have their foot in the Big Road. College and university librarians are now having a recess between sessions (maybe!).

If Aladdin is your friend, make your plea. Thanks for your letters; I am pleased with the work you've been doing. If you need some last-minute help, call on people in large libraries to recruit their staffs. Also, try to get the library school students in your area before they are graduated at the summer session. Never again will they get such a bargain! In these times practically all of them will work for more than \$1200.00.

My contacts with Division heads turned out to be a pipe dream instead of a wonderful idea. Three Divisions are without membership committees; two are too young to try such a plan as yet; the two with membership committees are not too enthusiastic about a double-barrelled attack, primarily because the task seems insurmountable. However, I am now discussing a plan with them which might be workable and which might interest my successor.

I shall see some of you in the East between now and September. Your letters will be forwarded to me, but from June 21 to August 16, write me at Lake Lure Camp for Girls, Lake Lure, North Carolina, where I shall teach canoeing.

Sincerely,

Ella V. Aldrich

Ella V. Aldrich, Chairman
A.L.A. Membership Committee

June 11, 1945

A

X-2673-A5
#75

Name	Percent of bks. Pur. Del'd by			Post. Lib.	Pd. by Dealer	Percent of Total Book Purchases on which Post. is paid by Library	New Rate Decreases Book Fund		
	Mail	Exp.	Fr't.*				Yes or No	\$	%
<u>Alabama</u>									
Huntsville, Reg. L.	90	10	-	20%	80%	20%	Yes	200	2
<u>Arkansas</u>									
Fayetteville, State Univ.	85	10	5	Yes	-	81%	Yes	150	-
Little Rock, L. Comm.	90	-	10	-	Yes	10%	No	-	-
<u>California</u>									
Los Angeles, P. L.	35	2	1	50%	50%	18%(lo. dealer)	Yes	-	-
Pasadena, P. L.	05	01	-	50%	50%	3% " "	Yes	150	1
Sacramento, St. L.	95	5	-	Yes	-	90%	Yes	100	-
<u>Colorado</u>									
U. of Denver	95	-	5	40%	60%	40%	Yes	300	4
<u>Florida</u>									
Orlando, P. L.	75	-	-	-	Yes	5%	Yes	-	-
<u>Georgia</u>									
Athens, U. of Ga.	80	12	8	Yes	-	75%	Yes	-	-
Atlanta, L. Comm.	15	85	-	-	Yes	10%	Little-		1
Savannah, P. L.	5	25	10	Some	Some	3%	Yes	250	3
<u>Idaho</u>									
Boise, P. L.	10	-	-	-	Yes	-	Yes	175	5
<u>Illinois</u>									
Chicago, P. L.	5	15	80	-	Yes	None	No	Negligible-	
Joint Ref. L.	90	10	-	-	Yes	-	No	-	-
Peoria, P. L.	90	-	-	-	Yes	None	No	(lo. dealer)	
Springfield, St. L.	75	5	20	-	Yes	2%	No	(Post. in sep. Fund)	
Urbana, U. of Ill.	65	13	21	Yes	-	-	Yes	-	-
<u>Indiana</u>									
Indianapolis, St. L.	15	1	-	-	Yes	5%(lo. dealer)	Slightly	25	2
Lafayette, Purdue U.	60	10	30	-	Yes	10%	No	-	-
Muncie, P. L.	20	5	75	-	Yes	-	No	-	-
<u>Iowa</u>									
Des Moines, P. L.	25	-	75	50%	50%	15%	Yes	-	2
Iowa City, St. Coll.	91	3	6	Yes	-	79%	Yes	Sev. hun. dol.	
Mason City, P. L.	10	5	85	-	Yes	-	Yes		
<u>Kansas</u>									
Manhattan St. Coll.	29	1	70	Yes	-	29%	Little -		-
Wichita, P. L.	70	5	25	25%	75%	20%	Yes	600	10
<u>Kentucky</u>									
Louisville, P. L.	2	20	38	Yes	-	2%	Little (lo. dealer)		
<u>Louisiana</u>									
Baton Rouge, State Univ.	100	-	-	Yes	-	100%	Yes	-	-
New Orleans, P. L.	28	2	40	Yes	-	20%(lo. dealer)	No	-	-



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

APR 28 1945

April 6, 1945

COPY

To Librarians in Army and Navy Libraries:

Many of you are A.L.A. members and interested in what A.L.A. is doing. Since you are in library work, even if you are not a member of the Association, the American Library Association is interested in you, what you are thinking and doing, and what your plans are for the future.

1. Do you want to continue your library work after the war, or are you interested in and qualified for some other field?
2. In what kind of library work would you be most interested?
3. Will you wish to take further work in Library Science in general or would you want a refresher course? Covering what? Length of refresher course to be weeks or months?
4. Would you be interested in a plan for exchange in library service with librarians in foreign countries?
5. Do you think the A.L.A. should increase its activities in the international field - aiding devastated libraries in foreign countries and developing American libraries in foreign countries?
6. Do you favor federal aid to libraries, without federal control, to equalize opportunities in all states?
7. Should libraries include in their "sphere of influence" the servicing of audio-visual materials?

These questions have been sent to A.L.A. members in the Armed Forces, and we would also like your opinion. I hope each of you will find an opportunity to let us know what you are thinking along these lines.

Cordially yours,

Carl H. Milam

Carl H. Milam
Executive Secretary

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JN 12069
A

X-2673.45
#77

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BOOKLIST circulation keeps climbing

10000

9 M.

8 M.

7 M.

6 M.

5 M.

4 M.

3 M.

2 M.

1 M.

9400

5900

5300



The Booklist: A Guide to Current Books is published by the American Library Association (15,000 members distributed in every state and Canadian province and in every major country of the world). A selective, impartial guide, it goes directly to the official buyers of books for libraries -- large, medium-sized, and small -- public, college, and school. A circulation breakdown late in 1944 showed 44% going to public libraries and branches, 33% to school libraries, 11% to college and university libraries, with the remainder spread between Federal institutions, individuals, and the Armed Services. Many large libraries subscribe for between 5 to 50 copies for their various departments and branches. Book advertising is restricted to those titles which have been selected and listed or favorably evaluated in such other A.L.A. lists as Subscription Books Bulletin, A.L.A. Catalog, etc. Advertising appears in the midmonth issue only. What will Booklist advertising do for your books that have been listed? It will get more attention for them from book-buyers.

1924

1934

1944

American Library Association

520 No. Michigan Ave.

Chicago 11, Illinois

X-2673.15
#76



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

March 31, 1945

THE LIBRARY OF
CONGRESS
SERIAL RECORD

APR 28 1945

To the Editorial Committee:

SHELF WORK

James E. Bryan, as you know, has had to give up the preparation of the manuscript on shelf work. In going over the material which accumulated in response to our questionnaire in 1941, I found a letter from Asa Don Dickinson saying that Mrs. Anna J. Cooper, then Head of their Circulation Division, was sufficiently interested in the subject to have sketched a tentative outline for a book. In response to my request, a copy of her outline was sent to me. I had asked Dickinson what he thought of Mrs. Cooper as an author. He had no hesitation in recommending her, but at that time she was at work on a Master's thesis and could not undertake anything else. When Bryan's letter was received I reported the situation to Mr. Miller and asked him if we should approach Mrs. Cooper. He agreed. A copy of her letter and of her outline is attached. Will you please comment freely on both?

The following is excerpted from my letter to Mrs. Cooper:

"What we would want in this instance, as I understand it, is a manual which would be useful to the medium sized library. The small and medium sized libraries need the help the manual would give somewhat more than the large libraries which have fairly large staffs and well-established shelf departments. . . . At this stage, we should not like to set any particular limits to the book, although I believe the committee has had in mind a pamphlet or small book ranging from 64 to 128 pages."

Am I on the right track with respect to what the committee wants? Could the material suggested by Mrs. Cooper's outline be handled in a book of the approximate size indicated? I am not trying at this time to set definite limits, but I would like to have an expression of opinion for guidance.

Sincerely yours,

Everett O. Fontaine
Everett O. Fontaine
Chief, Publishing Department

EOF:ais

64-118-7-1
47

AMERICAN LIBRARY ASSOCIATION

520 North Michigan Avenue, Chicago, Illinois

THE LIBRARY
CONGRESS
SERIAL RECORD

APR 2

Copy

March 29, 1945

For immediate release to the library press

Library Development Fund Newsletter

April is the month! Forty-six states are all set and ready to go when the Library Development Fund drive begins on April 2. In the forty-seventh, where action has been slowed down by a bad set of circumstances, state leaders are still working to organize the drive. In the forty-eighth, where cooperation from state leaders was not forthcoming, the A.L.A. plans to reach as many librarians as possible by direct mail.

At the request of representatives who attended the organization meeting in Chicago in January, the A.L.A. has already sent appeals to a large group of A.L.A. members, suggesting pledges of \$25. The response has been extremely warm and prompt. Some pledges were for double the amount requested.

All contributions sent directly to headquarters will, of course, be credited towards state quotas. Two publishers, on their own initiative, have contributed \$500 each. A special drive among publishers and other business friends of libraries will be conducted from A.L.A. headquarters.

The state goals have been generally accepted. No state has asked to have its goal reduced, and some have prophesied that they will exceed their quotas.

#

FOR FURTHER INFORMATION, APPLY TO LIBRARY DEVELOPMENT FUND
AMERICAN LIBRARY ASSOCIATION, 520 NORTH MICHIGAN AVENUE
CHICAGO 11, ILLINOIS

X-4615A5
#80



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

March 27, 1945

Adult Education Board
 A.L.A. Councillors on the Staffs of Public Libraries
 Editorial Committee
 Friends of Libraries Committee
 Library Extension Agencies
 Officers of the Junior Members Round Table
 Officers of the Trustees Division
 Public Relations Committee
 Publications Committee of the Library Extension Division
 Publications Committee of the Public Library Division

THE LIBRARY OF
 CONGRESS
 SERIAL RECORD

APR 28 1945

Copy _____

An idea for a book in the public library field is presented briefly in the attached enclosure. We are sometimes told that we don't do enough for the small libraries - that they need inspiration and suggestions about what they might do in their own communities and simple directions for doing things that appeal to them. A book like the one proposed would not be a cure-all but it might help.

What do you think of the idea? Please comment as fully as you can find time for trying to cover in so far as possible the questions raised at the end of the enclosure.

Could we have your reactions within three weeks?

Sincerely yours,

Everett O. Fontaine
 Chief, Publishing Department

EOF:ais
 encl.

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A5

A.L.A. Public
Library Office
Field Notes

J. W. Merrill
976888400, 1945

CHIEF
SERIALS
NO. 100000

BUFFALO AND CLEVELAND

Trip made on invitation of the Western New York Library Association; to speak at a meeting April 8. (Main expenses met by the group, but extra costs of Cleveland stopover by the A.L.A.)

Calls at Grosvenor and Buffalo Public Libraries

Met many members of the library staffs the day before the meeting (partly for orientation). The building project, which is expected to bring to a head the merger of the two libraries, is still waiting on a decision as to the site. Both libraries seemed to be working closely with the community. I saw schedules of community meetings, exhibits and lists on building the peace, and on post-war planning for the community, and librarians were active in a community conference at the State Teachers College on "What Kind of a Peace Do We Want," one session of which I attended. The newspaper announced a program planning forum at the Public Library April 12.

Western New York Library Association

Harold Hacker, president, an energetic young man, is now director of public relations at Grosvenor, but is to take over the same work for the Public Library also by fall. He has brought several speakers on county and regional service, feeling that cooperative relationships of some sort must be established.

The group on Sunday afternoon included representatives of several of the western counties, though Buffalo attendance was cut down by the peace meeting. I was the main speaker, on "Regional Library Cooperation".

A trustee from Hamburg, one of the small libraries in Erie County (but a Buffalo business man), reported on the New York State Library Association's plan to present a bill for a new type of state aid for libraries at a special session this summer to be devoted to state aid for various purposes.

CLEVELAND

Cuyahoga County Library

Visited the attractive and well-arranged quarters of the Cuyahoga County Library, met many of the staff, and brought myself up to date on its work.

Division of Public Libraries

Spent a good part of the afternoon on division business, with President Winslow.

For Meeting of Members of A.L.A.
Executive Board and Directors of
Association of College and Refer-
ence Libraries, June 23, 1945.

A COLLEGE LIBRARY ADVISORY SERVICE

AT A.L.A. HEADQUARTERS

Formal Action and Reports on Need

Compiled from Executive Board minutes, reports of
committees and officers, A.L.A. Bulletins, "College
and Research Libraries" and files of correspondence.

A growing feeling of need for greater attention on the part of the
A.L.A. to scholarly and bibliographic activities was emphasized by the First
Activities Committee in 1930. It specifically recommended that the College and
Reference Section be asked by the Executive Board to draw up a definite plan
for such service.¹ Even before the report was in print, the Executive Board
and the officers of the Section were collaborating in the preparation of a pro-
ject including as point one a full time specialist on college library affairs on
the staff at A.L.A. headquarters.² This project, with an accompanying budget for
\$15,000, was submitted to the Carnegie Corporation, December 1930, following pre-
liminary conversation with its officers. At the Midwinter Meeting the Executive
Board voted formal approval of the project.³ The Secretary's report published
in May states, however, that "the project awaits financing."⁴ No grant was made.

In the meantime the Carnegie Corporation had called together leaders
in the library field and in education for a series of informal conferences on
library interests. Library representatives included the Secretary and Assistant
Secretary of the A.L.A., a number of public librarians, such college librarians
as W. W. Bishop, F.L.D. Goodrich, Andrew Keogh, Louis R. Wilson, and Malcolm G.
Wyer who belonged to both groups. The published report included the recommenda-
tion for an A.L.A. college library advisory service.⁵

An A.L.A. College Library Advisory Board was established by Executive
Board action in June, 1931,⁶ and appointments were made in November and December
of that year. The first board consisted of Donald B. Gilchrist, Chairman, W. W.
Bishop, Fanny Borden, Chas. H. Brown and Julian S. Fowler. The Board was instruct-
ed by the Executive Board to prepare a statement on the college library services
which might be handled at A.L.A. headquarters.

At about this time the College and Reference Section advised that the
college library specialist, when appointed, be under the supervision of a board
or an officer of the A.L.A. and not be considered a representative of the
section.⁷ The College Librarians of the Middle West, at the Midwinter Meeting
December, 1931, endorsed the proposal of a secretary for college libraries at
headquarters.⁸



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

May 24, 1945

To the Executive Board

Mr. Milam is in San Francisco as you know from the recent communication from him. In addition to his news from the United Nations conference these items from Headquarters will be of interest to you.

Mr. Lemke. As chairman of the Trustees Division, Mr. Lemke volunteered to give some time to the Association, especially for the purpose of establishing personal relations with library trustees and other friends of libraries. The possibility of employing Mr. Lemke part time to solicit funds for the A.L.A. and possibly for libraries, has been discussed by Mr. Vitz, Mr. Ulveling, and Mr. Milam.

Mr. Lemke's plan to be in the East for a week or so in April offered an opportunity for him to meet with trustees in Washington, Newark, Rochester, Buffalo, and Detroit, both in meetings and later informally, discussing ways of enlarging A.L.A.'s resources and other matters of interest to the Association and libraries.

On his trip Mr. Lemke uncovered or promoted an interest in various projects which A.L.A. may find worthwhile. The members of the Executive Board seen by Mr. Lemke on this trip made good reports about him and are in sympathy with this exploratory use of his services. More information will be sent you after this is discussed at the Officers meeting in June.

Library Opinion Polls. Richardson Wood, a public opinion consultant and for several years with Time magazine, is interested in applying methods used in the field of opinion gathering to find out what the public wants from libraries. He approached Fred Melcher, who referred him to the A.L.A.

After talking with Miss Peterson and Mr. Milam, he suggested four objectives which opinion polls might accomplish and elaborated on the methods to be used in their accomplishment. The four objectives are: (1) To improve the services now rendered by libraries to their present users; (2) to extend library service to those who are not now users; (3) to add to the variety of library services offered; (4) to raise more money for libraries.

Five types of polls were suggested:

(1) Printed directions for self-surveys, based on 400 mail questionnaires to library users. Questionnaire and directions to be sold to libraries by A.L.A. Wood to prepare materials.

(2) Polling technique for testing non-readers by the use of volunteers, also to be sold through A.L.A.

X-2673, A5
#84

Basic Book Collection for High Schools	19
Book Selection (Drury)	12
Order and Accession Dept. (Cannon)	12

CATALOGING AND CLASSIFICATION

Catalog Rules: Author and Title Entries. 1908 ed.	15
Catalog Rules (prelim. American 2d ed.) 1941. 340p. Reprinted \$6..15	
Intro. to Cataloging and the Classification of Books (Mann) . . .15	
Rules for Filing Catalog Cards . . .15	
Simple Library Cataloging (Akers). . 8	
The Catalog (Howe)	15
Code for Classifiers (Merrill) . . .15	
Book Numbers (Barden)	16

REFERENCE

Guide to Reference Books (Mudge) . .14	
Reference Books of 1935-1937 . . .14	
Reference Books of 1938-1940 . . .14	
Reference Books of 1941-1943 . . . 6	
Subject Guide to Reference Books (Hirshberg)	18
Basic Reference Books (Shores) . . .13	
Introduction to Reference Work (Hutchins)	6

Small Public Library (Moshier-LeFevre)	11
Small Public Library Buildings (Lowe)	12
Public Library Finance & Accounting (Wight)	5

COLLEGE LIBRARIES

Principles of College Library Admin. (Randall & Goodrich)	22
Teaching with Books (Branscomb). . .	22

SCHOOL LIBRARIES

Library in the School (Fargo) . . .	19
Teacher-Librarian's Handbook (Douglas)	19
Administering Library Service in the Elementary School (Gardiner & Baisden)	19

WORK WITH CHILDREN

Work with Children in Public Libraries (Power)	20
History of Children's Literature (Smith)	21

MISCELLANEOUS

Public Libraries in the Life of the Nation (Rossell)	10
The Equal Chance	24
Lettering on Library Books	12

NEW TITLES NOT LISTED IN CATALOG

Activity Book No. 2. Fargo. April 1945 \$2.50.

Library projects for children and young people. Hundreds of additional "recipes" for activities in which pupils work creatively and cooperatively. Built on the experience of many librarians, teachers, and pupils. Full account taken of the use of movie, radio, forum, and panel in the library's work.

Patrons Are People; How to be A Model Librarian. March, 1945. Single copy, 50¢; 10 copies, 40¢ each; 25 or more, 35¢ each.

One library school has already requested 22 copies of this wise and witty little staff manual. Its many practical pointers on the "how" of model librarianship will get the new library worker off to a flying start.

School Libraries for Today and Tomorrow; Functions and Standards. February 1945 \$1.

No. 5 in the Planning for Libraries series. Based on the most recent professional thinking and planning.

Librarian and the Teacher of Home Economics. Henne and Pritchard. March, 1945. 75¢.

No. 4 in the Experimenting together series. Library and classroom cooperate in a variety of projects to benefit the whole school.

Library Film Forums. Joint Committee Report of ALA-AAAP-AFC-AAAE. Dec. 1944. 50¢.

Appraises film forums, methods, and procedures, and considers future development and improvement. Bibliography.

For free distribution to students if you want them:
A.L.A. BOOKS AND PAMPHLETS SCHOOL ACTIVITIES AND THE LIBRARY
Samples enclosed. Please specify quantities of either or both.

X-2673.
#85



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

May 22, 1945

To Members and Former Members of the Committee
on Photographic Reproduction of Library Materials;

On Mr. Milam's behalf, I am seeking your reaction to a letter recently received from Eugene B. Power who represents the newly organized National Microfilm Association. This new organization would like to publish a journal and Mr. Power, as its vice-president and as chairman of a committee to investigate the publication of a journal, writes:

"...what would be the reaction of the American Library Association toward a suggestion that this Association take over the old Journal of Documentary Reproduction, which has not been published for some time, as you know.

Such a journal as we contemplate would serve the needs of those who both use and produce microfilm, and I think it will be a very useful publication for both libraries and commercial organizations."

In a later communication, Mr. Power says:

"It is intended that the journal should serve the needs both of users and producers of microfilm, both commercial and academic, and as such, would, I think, partially supplant the old Journal of Documentary Reproduction.

It is anticipated that Dr. Tate would assist in the editing of the journal."

He appends a list of directors, officers, committees, etc., of the new organization, a copy of which is attached.

Mr. Power's inquiry will be brought to the attention of the A.L.A. Officers when they meet the latter part of June. For their guidance, could we have your reactions at your early convenience? It should be said that publication of the J.D.R. was suspended with the hope that the A.L.A. would revive it after the war. I think I am safe in saying, however, that the officers will favor whatever set up best serves the interests of libraries and of scholarship.

Sincerely yours,

Everett O. Fontaine
Everett O. Fontaine
Chief, Publishing Department

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#86

PROGRESS ON PUBLISHING PROPOSALS

March - April, 1945

Adult Education - Book on Adult Education. In view of the material which has appeared in print since this project was first suggested, it was concluded that the matter be dropped. This decision was reached in conjunction with Miss Fulmer of the Public Library Office and Mr. Sealock, Chairman of the Adult Education Board.

Bibliography, Van Hoesen and Walter, 2nd, ed. There was considerable correspondence with Mr. Van Hoesen concerning not only the content of the book, but the financing of the preparation of the manuscript. We asked him to prepare a project statement with a budget. It was decided to wait for this until his sabbatical becomes more imminent.

Binding Manual, Hefling. We agreed with the author to wait a few months before she attempts to do intensive work on the manuscript. It could not be put in final shape in any case until the materials situation clears up.

Biography - Lutie E. Stearns. Miss Stearns reminiscences were procured from a member of her family and examined by the chief of the department and by John Adams Lowe. The manuscript is now in the hands of Marian Manley.

Book List - Buying - Books for Tired Eyes, Matson. The compiler of our present list queried the need for a new edition. We suggested that a new edition be postponed, but arrangements have been made for a short supplementary list to appear in the Booklist.

Book List Buying - Buying List of Books for Small Libraries, 7th ed., Horton. The manuscript was received, examined, a few changes made in it by the author, and was recommended to the Editorial Committee.

Book List Buying - Books Published in the United States, 1939-1943, McCombs. This list was prepared at the New York Public Library for the International Relations Office. It will be used primarily by foreign libraries in selecting American books of the war period. It will also be used in connection with the work of rehabilitating the devastated libraries of Europe. The manuscript is now on hand and should be issued sometime during the summer. There has been a great deal of correspondence and negotiation between this office, the International Relations Board, the O.W.I., the U.S.I.B.A., and other agencies. It is possible that the last two named and the State Department may distribute considerable quantities of the list.

Book Selection, Tompkins. The author has not yet supplied the statement with the budget which she promised when she was here in February. She was reminded of this in April.

Business Services - Public Library, Marian C. Manley. Several letters have been exchanged with Miss Manley who is at work revising the manuscript.

X-2C/B.4
#87

American Library
Association
May 1945

Surplus Books Available by Discontinuation of
Army and Navy Instructional Programs

Summary prepared by Jesse H. Shera from returns from a
questionnaire sent from A.L.A. Headquarters for Charles
H. Brown, Chairman, A.C.R.L. Committee on Wartime
Activities, February 24, 1945.

Of the 115 questionnaires sent out from A.L.A. headquarters, returns were received from 75 libraries, a rather good response in view of the personnel shortages by which most libraries are confronted and the difficulties inherent in obtaining accurate information about projects sponsored by the armed forces in time of war. Of the number which answered, 31, or almost one-third, replied "no" to the first question asking whether they had or would have books or periodicals to be offered for sale.

Of the remainder, 16 replied to the second question that they had no knowledge of any plans to dispose of surplus library materials when the training courses sponsored by the armed services were liquidated, and 10 others said that their stocks had reverted or would revert to the military or naval authorities establishing the projects. Of this last group, two libraries indicated that the books had first been offered to them for their collections but in neither case were they interested. In 15 institutions all or a portion of the books were acquired by the university, and, of these seven returned surpluses to the armed services, a similar number sold at least a part of theirs through the college bookstore, and in nine instances the library purchased all or a part of the books. One library reported the gift of a collection of "recreational" titles, but added that they were "a sorry lot", and that some were in such poor condition that they had to be destroyed. While another librarian stated that he had not been given an opportunity to obtain the material, but that he was not "unhappy" about it as the "scores of duplicates would only burden our shelves." At four institutions bids had been asked but no results had been reported.

In answer to question three, concerning the character of the volumes, there was universal agreement that they were almost entirely texts: 22 stating that they were largely in engineering, 11 indicated a great proportion of titles used in the study of foreign languages, and the remainder seem to have represented a wide variety of texts in history, government, science, geography and "Western civilization". As one might expect, most of the collections were composed of relatively few titles duplicated in large quantities. One library replied that their collection was composed of "multiple copies of two titles only in history and political science," and two libraries said that they had nothing more than "Webster's Collegiate Dictionary in numerous copies."

There was general agreement, too, in the belief that by and large these books were unsuitable for incorporation into library collections, and 13 said so in so many words. However, 16 expressed the opinion that they might contain some titles useful to the small college, 12 thought that possibly the larger universities might find a few of the books useful for reserve use, seven believed that public libraries might find them useful, but only four considered any of the materials appropriate to

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#22

FEDERAL RELATIONS

Report by Paul Howard, Chairman, A.L.A. Committee
on Federal Relations on his return from Washington
May 26, 1945, prepared for the A.L.A. Bulletin
for July. Mimeographed for advance information.

Book Post. For six months the Post Office Committee of the House has been engaged in a study of postal rates. It has adopted the principle that each classification of mail should pay its own way. This means that eventually all postal rates will be subject to scrutiny and perhaps to revision. The first two of these revisions are embodied in House Resolutions 3235 and 3238 on which hearings were held May 17 and again on May 24 and 25. One of these resolutions proposes to revise the book rates and the other, the rates on catalogs. House Resolution 3235 establishes schedules for books ranging from 5 cents per pound in the first postal zone to 12 cents per pound in the fifth zone for the first pound and for 1 to 5 cents per pound for additional pounds. However, the rate on books when sent by public libraries, organizations, or associations not organized for profit is much cheaper, ranging from 3 to 5 cents per pound for the first pound and from 7/10 to 3 1/2 cents per pound for each additional pound.

Mailing costs on books mailed by libraries under the proposed bill would be cheaper for distances within the first three zones but higher for longer distances. Transportation costs on books bought by libraries would undoubtedly be higher and would have the effect of reducing the book budget in many cases since it is likely that transportation costs would be added to the net cost.

The Book Post Committee, the Federal Relations Committee, and A.L.A., Headquarters are at this writing engaged in gathering data showing the effect of this change in rates upon library economy and will present the findings before the Post Office Committee on June 12.

Surplus Property. All librarians will be interested in Regulation 2 of the Surplus Property Board which became effective on May 25. This regulation deals with priorities of government agencies and state or local governments in the purchase of surplus properties. It provides a priority of 13 days for agencies of the federal government to be followed by 12 days for state or local governments when these units have filed statement of needs.

State and local governments should file their statement of needs upon Form SPB-7 which may be obtained from the regional offices of the United States Department of Commerce Office of Surplus Property. Each statement of needs is good for six months and may be amended from time to time by filing substitute statements each of which shall expire six months later. The first priority period for state and local governments will be from June 19 to June 30 inclusive and orders may be placed from June 1 to June 30 inclusive.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

June 4, 1945

To the State Library Agency:

The National Recreation Association has invited us to submit material for an issue of their Recreation Bulletin Service devoted to war memorial library buildings, rooms, bookmobiles or book collections. We would like to give them a round-up of information from as many states as possible, and hope for your help in assembling it. We can use the information often and to good effect, since the interest in memorials is growing. We are planning an article for a national magazine which will take additional material. Last week, American City asked for information for a brochure on memorials. The Headquarters Library has had a steady demand for plans and data in connection with postwar building prospects.

These calls are likely to increase, so although we dislike the idea of piling one more thing to do on all the other things we know you're doing, won't you please help us answer requests satisfactorily?

(1) Where in your state are there plans for war memorials in the library field?

(2) In each case, we would like as much of the following information as you can conveniently give:

Name of the community.

Name of the librarian.

Type of memorial under consideration; i.e., building, room, books, bookmobile, etc.

Amount of money involved.

Present status of plans; i.e., money already available; memorial selected but funds not appropriated; memorial already under way; extent of progress.

What community agencies other than library cooperating.

(3) Are there any library buildings in your state built as memorials to World War I.

Thank you very much for your cooperation.

Sincerely yours,

Olga M. Peterson

Olga M. Peterson
Chief, Public Relations Office

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

May 31, 1945

To State Library Leaders:

Word of legislation in the library extension field and of appropriations has been reported to you in the A.L.A. Bulletin for May, pp187-88, and for June, pp216-17. State leaders have, however, urged prompter news. This circular letter is the answer. It supplements and does not duplicate the two printed summaries.

Michigan's state aid fund for the years 1945-46 will be \$371,625 as compared with \$300,000 for 1944-45. The appropriation for the State Library, including two extension offices, is \$159,610 (\$147,000 for 1944-45), with \$2,000 more for the State Board for Libraries.

The Massachusetts Division of Public Libraries received the largest appropriation in its history, and can continue and intensify the regional branch service, as recommended in the survey made last fall. As Massachusetts has returned to annual appropriations, \$39,220 for 1945-46, must be compared with one half of the \$56,960 for the biennium 1943-45, or \$28,480. The increase will cover the addition of a consultant in work with children and young people; continuance of the reference librarian appointed last September and paid from an emergency fund; putting the three regional clerk-chauffeurs on a permanent basis; and a permanent office boy.

The New Mexico State Library Commission's increased appropriation of \$39,440 for the biennium (\$23,200 for 1943-45), is to be divided into a state aid fund of \$11,000 and a regular operating budget of \$28,400. The Director plans to use the state aid to stimulate increased local appropriations, and hopes that even a small fund will have a value in its recognition of state responsibility.

Idaho raised the maximum levy for local libraries from two to three mills.

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Advance copy of a report from Washington by Paul Howard is enclosed for your prompt information. It will appear in the A.L.A. Bulletin for July.

Very truly yours,

Julia Wright Merrill
ChiefDepartment of Information and
Advisory ServicesJWM:GF
EnclosureAX-2673.A5
#91

PROGRESS ON PUBLISHING PROGRAMS

July - August, 1945

Biblio-Therapy. Miss McGrath is most anxious to get started again on the revision of her thesis. It has been held up on account of illness.

Biography: American Library Pioneers - Bowker, R.R. We learned that the Fleming manuscript on which we had asked Miss Haines to base her biography of Bowker will be published by Columbia University Press. This will not take the place of the biography in the Pioneer Series, and we still hope that Miss Haines will be able to undertake the manuscript for us. Mrs. Danton reports that Miss Haines has neither accepted nor refused the assignment proposed about a year ago.

Biography - American Library Pioneers - Charles C. Jewett. The Editorial Committee approved Mrs. Danton's approaching Mr. Borome who had offered to prepare a biography of Jewett for the Pioneer Series.

Biography - American Library Pioneers - Mary Wright Plummer. Anne Carroll Moore. Mrs. Danton reports no word or manuscript from Miss Moore although the manuscript was promised for May, 1944. It was suggested to her that we might ask the chairman of the Editorial Committee to write Miss Moore.

Blind - Manual on Work With. Heenan. Manuscript should be completed in October. Book will probably not exceed 50 pages.

Booklist - Buying - Books for Adult Beginners, 2nd ed. Pauline Fihe set January, 1946 as deadline for completion of manuscript.

Booklist - Buying - Books Published in the U. S. 1939 - 1943. McCombs. Published August, 1945.

Booklist - Buying - British Civilization & Institutions. Considerable correspondence but manuscript not yet in hand.

Booklist - Buying - Guide to Reference Books, 7th ed. Mudge. A follow-up was sent to all those who had not replied to Miss Hutchins' questionnaire. The questionnaire itself was also sent to an additional list sent in by her.

Booklist - Buying - List of Books in Large Type. Miss Heenan promises the manuscript by March or April of 1946.

Booklist - Buying - Russia. Minnie A. Elmer and Olga Masley (New York City) inquired about out interest in an annotated list of English translations of Russian books, commentaries, and presumably books about Russia, all for the use of college libraries. The chairman of the Publications Committee of A.C.R.L. was consulted. A letter was written to the Library of Congress to see what relation this list might have to a bibliography in preparation there. It now develops that Miss Elmer and Miss Masley will not undertake the proposed list.

Booklist - Reading - By Way of Introduction. Jean Roos. In response to our request, the compilers report that the manuscript should be ready by May, 1946.

Mr. Harris, Editor of the San Antonio Express and Evening News, was cited by the American Library Association for his outstanding public service as a library trustee at a ceremony in Chicago yesterday evening. He was honored for his long and effective record as trustee of the San Antonio Public Library, as a crusader in his editorial columns for the expansion and intelligent use of public libraries, and for his editorial interpretations of library values on state and national scale.

The American Library Association citations are conferred annually on the two library trustees whose services to their communities are judged most worthy of national recognition, after consideration of the achievements of candidates in all parts of the country. Mrs. Albert W. Errett of Kewanee, Illinois, was the other trustee cited by the Association.

Mr. Harris has been a trustee of the San Antonio Public Library since 1920. In commenting upon Mr. Harris' citation, Miss Grothaus pointed out that prior to his membership on the board, the library budget averaged \$23,000 a year. Largely through his interest and support, she said, the budget was raised to \$106,000 in ten years. According to Miss Grothaus, "his sincere concern, displayed both in his capacity as president of the board and as editor of his newspaper, so influenced public opinion that city officials voted an increase in funds. His influence developed the library system in San Antonio." Mr. Harris was active in organizing library service for Bexar County, and has been the leading spirit in attempts to secure state aid for Texas libraries. As a leader in the Peoples' Library Movement for Texas, he has acted as its chief spokesmen before numerous groups from the Panhandle to the Valley.

New officers for the year 1945-46 were announced by the American Library Association at last night's meeting in Chicago. They are: President, Ralph A. Ulveling of Detroit, Michigan; vice-president and president-elect, Mary U. Rothrock of Knoxville, Tennessee; second vice-president, Emerson Greenaway of Baltimore, Maryland; and treasurer, Rudolph Gjelsness of Ann Arbor, Michigan.

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FOR FURTHER INFORMATION, APPLY TO PUBLIC RELATIONS OFFICE
AMERICAN LIBRARY ASSOCIATION, 520 NORTH MICHIGAN AVENUE
CHICAGO 11, ILLINOIS

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A.L.A. DEPARTMENT OF INFORMATION AND ADVISORY SERVICES

Report of Department Head and of Public Library Office

For May 1945

Library Development Fund

Returns are coming in rapidly from state directors and treasurers, but the full story cannot be told yet. Washington State, Louisiana, and Utah have exceeded their goal and Porto Rico has met it.

Letters to the book trade (with several enclosures) were mailed by Mr. Milam's staff on May 26. By the end of May one check for \$1,000 had been received, one for \$500, and six smaller ones, making \$1925 in three days.

Post-War Planning

Amy Winslow comes to Headquarters June 7-July 6 to draft a national plan for libraries. Material was assembled for her convenient use.

Correspondence was carried on with Charles H. Brown, chairman, A.C.R.L. Committee on Wartime Activities, and William H. Carlson, regarding the latter's manuscript on "College and University Libraries and Librarianship."

An annual report was drafted for Chairman Joeckel's criticism before he leaves Chicago.

Federal Relations

Long distance calls from Chairman Howard in Washington led to sending material to Emily Douglas, who will introduce the surplus army library bill in some form. Various inquiries about the project were answered.

A questionnaire, prepared by Mr. Fontaine, was sent for Mr. Howard to a hundred public and college libraries to get up-to-date data on the effect the proposed book post bills would have on libraries. Mr. Howard and Mr. Shipman represented the A.L.A. at committee hearings.

An inquiry on possible public library use of books in the Relocation Centers, soon to be closed, was relayed to Mr. Dunbar, who will explore the situation.

Adult Education (Miss Fulmer)

Two projects, for an adult education field worker for a demonstration in a state, and for a field worker for an experiment in library service to labor, were set up to include in Mr. Dooley's collection of projects.

A conference was had with the librarian of the Ashtabula Harbor, Ohio, Library, working on a thesis at the Graduate Library School, on parent education programs in libraries.

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#94

American Library
Association
June, 1945

READING SERVICE TO MIGRANT MEXICAN LABORERS IN THE UNITED STATES

By the Chairman of the Committee on Work with
the Foreign Born, Edna Phillips, Morrill
Memorial Library, Norwood, Massachusetts

The American Library Association has asked the A.L.A. Committee on Work with the Foreign Born to investigate the number and location of migrant Mexican laborers in the United States, the degree to which reading appeals, the range of their reading ability, and a recommendation on what, if anything, should be attempted by the American Library Association in trying to find ways and means of serving them.

Continuous work is needed on every aspect of the problem. A report and a recommendation follow:

The Committee has been in touch with officials of the War Manpower Commission; of the War Food Administration; of the United States Railroad Retirement Board; of individual railroads; with representatives of the Mexican government; with librarians and with educators working in related fields.

Number and Location

75,000 migrant Mexican laborers are expected in this country by July 1, 1945 for employment on our railroads. Thirty-two railroads have been assigned quotas of 100 to 12,750. The location is from Maine to Florida and from coast to coast. Among the railroads employing the largest numbers are the Southern Pacific; Atchison, Topeka, and Santa Fe; Pennsylvania; and New York Central.

By harvest time, 75,000 migrant Mexican laborers are also expected for work on farms, mostly in the west and middle-west, with more than half in California.

The men are well-paid and well-provided for physically. They lack human contacts, recognition for their efforts, and the benefits and morale-building pleasures of book service compatible with their numbers.

The temporary nature of the labor quotas, and the contingents not always being stationary even while they are here, present special problems in devising ways to serve them.

Reading Ability and Type of Material Needed

The range of reading ability is from those just acquiring the reading habit, to college graduates. The greater need is for easily readable material, which at the same time, has subject appeal to grown men.

AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago, Illinois

For release June 22 A.M.

The American Library Association announces today the election of officers for 1945-46. Ralph A. Ulveling, librarian of the Detroit Public Library, becomes president, succeeding Carl Vitz of Minneapolis, and Mary U. Rothrock, library specialist of the Tennessee Valley Authority, becomes first vice-president and president-elect.

Other newly elected officers are Emerson Greenaway, librarian of the Enoch Pratt Free Library in Baltimore, second vice president; and Rudolph Gjelsness, chairman of the Department of Library Science at the University of Michigan, treasurer. Incoming members of the Executive Board and Council are: Errett Weir McDiarmid, Minneapolis; John S. Richards, Seattle; Jessie Edna Boyd, Oakland, Calif.; Helen M. Clark, Lansing, Mich.; Charles F. Gosnell, Flushing, N. Y.; R. Russell Munn, Akron, Ohio; Anne M. Smith, Vancouver, B.C.; Mary S. Wilkinson, Baltimore, and Paul North Rice, New York.

During the inauguration ceremonies in Chicago tonight, citations will be conferred on two library trustees in recognition of outstanding public service to their own communities and to their states. They are Mrs. A. W. Errett of Kewanee, Illinois, and M. M. Harris of San Antonio, Texas. Mrs. Errett was a leader in the successful campaign for state legislation enabling communities to raise library tax levies in Illinois. For more than twenty-five years Mr. Harris, editor of the San Antonio Express and Evening News, has carried on an editorial campaign for more and better public libraries. He was an organizer of the People's Library Movement for Texas, and has been its chief spokesman in the Texas legislature. Both Mr. Harris and Mrs. Errett have been public library trustees for more than twenty-five years.

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For Meeting of members of A.L.A.
Executive Board and Directors of
Association of College and Refer-
ence Libraries, June 23, 1945.

THE LIBRARY OF
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Order Number

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THE A.L.A. AND COLLEGE AND REFERENCE LIBRARIES

The following statement grows out of several days' visit at A.L.A. Headquarters by Jean MacNeill Sharpe, Librarian of Rockford College. She was invited on behalf of both the ACRL and the A.L.A. after consultation with the ACRL president. The material she assembled from records and reports and in conversation with staff members was supplemented at her request so that the activities of committees and boards might also be included.

This is the season for the perennial question, What is the A.L.A. doing for college libraries? At this moment, it may be that the query is put forward with greater insistence than usual since the wartime cancellation of all general meetings has left the majority of librarians without the stimulus which the exchange of ideas at the annual and midwinter conferences has afforded. Coping with new problems which arise with terrifying frequency emphasizes the need for information and inspiration. Librarians wanting advice and suggestions on both general and specific problems may quite possibly inquire, What is being done by A.L.A. for the college libraries?

Until such time as a college, university, and research library specialist at Headquarters is appointed to coordinate activities, the valuable and significant aid given to the college libraries comes from many sources. Every college librarian knows of some of the services available; a few may be aware of everything that is offered.

Most librarians realize that many of the activities carried on by their national association have produced benefits for every librarian, whether college, public, school, or special. Many of these general activities of the A.L.A. have produced very definite benefits for college and research librarians. For example, the A.L.A.'s contribution to cataloging, classification, and other routines has helped to make all libraries the efficient agencies they now are. The recent activities of the A.L.A. Cataloging Code Revision Committee have been directed more to the interest of large scholarly libraries than to small popular ones: the problems of elaboration and refinement are receiving the greatest attention. A special grant of fifteen thousand dollars went into this project.

The Audio-Visual Committee's activities have produced results applicable to all types of libraries and its members have included representatives from the scholarly field. The Committee on Library Revenues has reported data on the income of libraries in institutions of higher education and has published bibliographies which included articles of special interest to these libraries. The Book Post Committee has assisted all libraries in securing the following benefits: prompter service from publishers and booksellers, inasmuch as orders need not be accumulated for large shipments; greater discounts; transportation prepaid by the



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

May 18, 1945

Dear Librarian

One of the most difficult tasks confronting officers and staff of the A.L.A. is that of keeping in communication with the members. It is a twofold problem consisting of (1) getting information to the members about A.L.A. policies and activities, and (2) getting comments and suggestions from the members.

There are several reasons why this difficulty exists. One is the complexity of the A.L.A. which results from the number and variety of its activities. Another is the lack of close tie-up with local and state organizations. A third is the fact that most librarians are over-worked and have little time to read reports of A.L.A. activities. There are probably many others.

Following conversations with many people, I am passing on to you a suggestion which, in my opinion, would help materially to meet the needs of the situation. It is that every member of the official family receiving this communication arrange for a meeting of a library staff or a department staff or any other group, at which he or she will talk about the A.L.A., answer questions, and receive suggestions. The comments and suggestions would later be transmitted to A.L.A. officers. If vacations and other interruptions in the schedule of the library make such a meeting difficult during the summer, a meeting in the fall may be more effective.

I assume that you will talk most about those things you know best. But I am also assuming that you know a good deal about the A.L.A. in general. You, of course, have access to the Annual Reports and the Bulletin with its special articles last year on A.L.A. Headquarters activities. In addition, I am enclosing some questions and answers on topics of current interest which may help you to answer some of the questions arising at your meeting.

This suggestion has the hearty endorsement of Miss Manley, chairman of the Committee on Relations with Local Library Groups and on Membership Participation. I feel sure that if all of the two or three hundred who are receiving this communication will do what is here suggested, there will be more understanding of what A.L.A. is doing, and you officers for the coming association year will have a better knowledge of what the members are thinking.

Cordially yours


 Carl Vitz
 President

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May 17, 1945

Memorandum

To: Headquarters Staff

From: J. W. Merrill

Action on Illinois Library Legislation

Now is the time for every member of the staff who is interested to help the development of public libraries in Illinois by supporting the legislation pending for a fund of \$300,000, for the biennium, for a series of demonstrations of rural library service for large areas called districts.

House Bill 526 has been reported out favorably by the House Appropriations Committee and is now on what is called "third reading." That means that it may come up for a vote of the whole house at any time. A letter to any member of the house would, therefore, be of value, or, of course, a personal interview over a week-end.

Senate Bill 391 (the very same bill) has been reported out favorably by the Committee on Economy and Efficiency. It has been referred now to the Appropriations Committee of the Senate. A favorable report is expected, in which case it would soon come before the whole senate for vote. Letters to your state senators are, therefore, in order.

If you do not know the exact names of your state senators or representatives, consult the directory in the Headquarters Library.

If you want to know more about the bills before endorsing them, I will be glad to answer any questions.

JWM:GF

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#99

A.L.A. Public
Library Office
Field Notes

J. W. Merrill
May 11-12, 1945

TENNESSEE VALLEY LIBRARY COUNCIL

Gatlinburg, Tennessee

Meeting of state library extension workers in the seven Valley States, called by the Tennessee Valley Library Council, attended by J. W. Merrill both for subject matter and for the opportunity to meet with state workers.

Attendance. Alabama, Lois Rainer Green; Georgia, Dorothy Spence, assistant; Kentucky, Lena Nofcier; Mississippi, Mrs. Eunice Eley; North Carolina, Marjorie Beal; Tennessee, Martha Parks, Helen Harris, Lucile Nix, Mary U. Rothrock, and three TVA specialists; Virginia, Ernestine Grafton.

Plans for library buildings. Two TVA architects of ability, Mario Bianculli and Mr. Gurney, had further developed plans for small prefabricated branch libraries (presented to the Council a year ago) and added plans for county library headquarters buildings of several sizes, all with emphasis on use for showing films, holding meetings, etc. as well as for older library activities. With explanatory text, plans and sketches in the hands of each person, these were discussed and criticised. Further criticism is to be sent back, and the architects will then revise them. The chairman of the Council was instructed to explore ways and means of making the final plans available for wide use in the Valley States and elsewhere.

Prefabricated buildings. Interest in possible use of prefabricated buildings was so strong, that the architects were asked to explore possibilities in making experimental and demonstration buildings available to state library agencies at a price which would enable the latter to put them to use. Miss Beal thought she could ask the Governor for a special fund to buy at least three, and offer them to libraries in different sections of the state for a small rental.

Libraries in community buildings. Several plans were also shown for library quarters in community buildings of various sizes. There is great interest in the South in using such buildings as war memorials.

Surveys of building needs. Cooperation with state planning commissions, and use of the federal appropriation, just made, for loans for postwar building planning, was discussed by Mr. Gray, the planning man on the TVA staff. He emphasized the importance of relating library planning to community planning. He gave specific information about the planning agencies of each of the states represented. A few of the state library workers had established relations and had information on buildings needs, but they were in a minority. Ways and means were discussed.

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

San Francisco, Calif.

May 20, 1945

To the Executive Board and
International Relations Board;

This Consulting Business. I arrived May 16, as an Associate Consultant of the American Council on Education to the U. S. delegates. Mr. Stettinius et al have not yet solicited my personal advice.

I have attended two meetings of the Consultants. At one Commander Stassen reported the details of a "working paper" on trusteeship, with apparent frankness, telling who proposed what, who made reservations and what they were.

Then Mr. Dickey, State Department, as chairman, reported the results of the past two or three days' committee meetings, also with apparent frankness. He said a good deal about Chapter IX, Economic and Social Council. The chapter has been expanded and it is now tentatively agreed that this Council will be a major body. It will be concerned with cultural cooperation as well as with economic and social questions. Whether "educational and cultural" is still to be determined. But if the word "education" is not written in, there will probably be definitions which explain that the word cultural includes education. At a certain stage in the Committee meeting one country had reserved the right to propose the calling of an international conference on intellectual cooperation. More of this later.

The second meeting was presided over by Dr. Shotwell. It was devoted to a report by persons who had met with the U. S. delegation earlier that morning (see below) and to general discussion. Meetings of Consultants are supposed to be held five times a week but only two have occurred since I arrived.

The Consultants have proved to be a more important "device" than was expected. They are responsible, as you will have learned from newspapers, for the "human rights" sections of the charter - as it now stands. They are also the proponents - more or less successful so far - for an aggrandizement of the Economic and Social Council, for increased recognition of cultural relations and private organizations.

Education. You will know from other sources (1) that the four educational groups represented here (American Council on Education, National Education Association, American Association of University Women, National Congress of Parents and Teachers) have worked together and have urged the addition of "education and" before "cultural"; (2) that cultural relations, as a function of the Economic and Social Council, had been advocated by China, United States, United Kingdom, and many small nations. A good deal of influence

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#101

DEFINITIONS AND DIRECTIONS

People With and Without Public Library Service

Population. Use 1940 census figures.

Public library. To insure uniformity and for purposes of comparison with earlier compilations, interpret the term "public library" to include all libraries that give general, free, public service, under any form of management and support. Include club or association libraries, if organized on a continuing basis and without a fee for use. Omit libraries which serve a limited group or charge a fee, no matter how small, and libraries definitely set up to serve a school, even though they may be used by a few adults. Also omit independent reference libraries.

Urban. Any town or city of 2,500 population or over.

Rural. Any town of less than 2,500 population, and the country outside of incorporated towns or cities, as applied by the U. S. Bureau of the Census.

Unit of library service and population served. To insure uniformity, use as the unit of library service the governmental unit or units which support the library, whether that be village, city, school district, township, county or New England town. For example, in the case of a library with a city appropriation, which receives an additional appropriation from township or county in return for service to it, consider the larger unit (township or county) as the service unit.

To avoid padding of figures for population served do not consider the whole county as having service unless that county appropriates \$1,000 or more for the service, and then only when something more is done than opening the county seat library to rural people. Do not count the population twice where the county population figure includes the population of any town or city which operates its library independently; the city is ordinarily included in the county census figures. But where a city library serves township or county people only by courtesy when they come to town, the city only should be considered the unit.

Count as having library service, areas cared for by regional branches of the state library agency, as in some New England states.

You can use to advantage, in your figuring, the Census bulletin for your state which gives detailed figures for each county and its subdivisions. It is entitled, "Sixteenth Census of the U.S. 1940; Population, First series, Number of Inhabitants". You can check in this bulletin the actual population of each unit served by libraries, and add those figures.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

May 23, 1945

To State Library Extension Agencies:

This is a call for help.

"How many people still lack public library service today?"
"Can you give us new figures bringing up to date those in the Equal Chance?" These and many similar questions come to Headquarters frequently, from friendly and important organizations and individuals.

The Settelmayer figures, used in the Equal Chance, represent conditions in 1941. Since then WPA libraries have closed, and many county libraries have been established. State totals must have changed considerably. Moreover, it is 20 years since the first compilation was made and published in Library Extension; A Study of Public Library Conditions and Needs. Taking stock after twenty years seems worth while. Many states are beginning to print up-to-date figures in reports or bulletins or state plans.

I am, therefore, encouraged to call on you for whatever figures you can give me, on the enclosed sheet, in the hope that enough can provide them to make new totals significant. Send some of them, if you cannot send all. If there is no chance of your sending anything, because of staff shortages, please say so, and I will use again the data for your state in the Settelmayer compilation.

May I have some word from you soon?

Sincerely yours,

A handwritten signature in cursive script, reading 'Julia Wright Merrill'. The signature is written in dark ink and is positioned above the typed name.

Secretary
Library Extension Board

JWM:GF

Enclosures:

Questionnaire - 2 copies
Definitions

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About seven hundred and fifty librarians are expected to gather in Chicago today for their first midwinter conference since December, 1941. The midwinter conference of the American Library Association at the Drake Hotel during the Christmas holidays has been an annual event for the last thirty-five years, excluding the war years. It was announced at the Association's headquarters, 520 North Michigan Avenue that the lack of hotel and travel accommodations has limited the attendance.

Among delegates of national prominence will be Luther Evans, Librarian of Congress; Harry M. Warfel, U.S. Department of State; Major Paul E. Postell, in charge of army library service; Isabel DuBois, director of navy libraries. Other guests will include Elizabeth Homer Morton, secretary of the Canadian Library Council, and Olivia Hempel, Sao Paulo librarian in the United States on a State Department scholarship.

The meetings will continue through Sunday, December 30. In addition to over fifty closed meetings there will be general open sessions on Thursday and Friday afternoons, and Saturday morning. Thursday afternoon's session will be concerned with the immediate and long term directions of library policies and programs. The discussion will probably be influenced by the need for speedier channeling of information to the public and the implications for communication agencies, especially libraries.

On Friday, delegates will hear Leon Carnovsky of the Graduate Library School of the University of Chicago lead a symposium on training for librarianship, the prospects which are open to librarians and salary trends. The national personnel shortage in the next few years is expected to mount to 18,000 with increasing demand in the industrial and technical fields. This meeting is open to the public. On Sunday, official state representatives of library groups will consider the Association's national legislative program, launched last October.

For further information apply to

Miss Olga M. Peterson, A.L.A. Publicity Desk, French Room,

Drake Hotel

American Library
Association
December, 1945

THE LIBRARY OF
CONGRESS
SERIAL RECORDS

JAN 21 1946

BOOKMOBILE KITS

To meet an increasingly heavy demand for bookmobile pictures, drawings and information of various kinds, the A.L.A. Public Library Office has available the following kits for convenient lending:

1. Small Trucks
2. Large Trucks
3. Trailers
4. Odd Types
5. Reconverted

In order that we may give the best service to as many libraries as possible, we have worked out the following procedure for ourselves and for borrowing libraries:

1. Ask for the kit which seems to meet your needs. (Lists of the material in each kit are available on request.) If necessary, ask for a second or even a third kit in the order of importance. Ordinarily they will be sent out one at a time.
2. Watch the date on which the kit is due at Headquarters, and return promptly in order that it may be made available to others. If an extension of time should be needed, ask for it ahead of the date due. If others are on the waiting list, their needs will have to be considered.
3. Reproduce locally if you wish, the one or several pictures that you may need over an extended period. If you prefer, the A.L.A. can have reproductions made by a Chicago agency, paying the photographers bill and billing the library for the exact cost. Photographs 8 x 10 cost 75 cents. Cost of copies of plans and blueprints would vary with size.
4. In returning a kit, check the contents with the list on the cover to be sure that all items are included. The cost of missing pictures will, of course, be paid by the borrower. Reinforce the package carefully to avoid damage or loss.
5. Return the kit express prepaid. The A.L.A. will normally ship it to you express collect.

A number of the state library extension agencies have built up collections of photographs and plans. Librarians will want to know what is available from the state agency and use that collection before calling on the A.L.A.

To keep the A.L.A. collection up to date, we will appreciate receiving pictures and plans of new bookmobiles, and any information about them.

Julia Wright Merrill
Chief, Public Library Office and
Department of Information and
Advisory Services



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

December 12, 1945

To the Executive Board

As indicated in my recent letter, I am disturbed that we are making little progress in the development of projects for the Carnegie Corporation and the W. K. Kellogg Foundation. In the hope that you will have some good ideas as to how we can get on with this business, and perhaps an opportunity to discuss some of your ideas with Mr. Lester of the C. C., and Mrs. Zoe Wright of the W. K. Kellogg Foundation (both of whom will be at the Mid-winter Conference) I am giving you in this letter a little more detail.

Carnegie Corporation. We have received, and I suspect your library has, a copy of the Carnegie Corporation Report for 1945. This is the first report of the new President, Mr. Josephs. It is frank and helpful. He says the trustees are continuing "their discussion and study of what particular interests may best constitute an effective program for the Corporation during the years immediately following the re-advent of peace." Following are a few other quotes which may be indicative:

"fundamental in the concept of the work of this Foundation, is its purpose - to raise the spiritual and ethical level of American society."

"this Corporation will devote its money, its experience, and its energies to promoting the spiritual progress that must keep pace with scientific advance if we are to survive."

"Foundations are conscious of criticism . . . for influencing public opinion. Such sensitiveness is proper in respect to some conflicts in American life, but should never apply to the primary concepts of that way of life. This Corporation should not hesitate to provide funds to those who can show better ways to democracy, to the freedoms of thought, race religion, and enterprise. These are purposes to be openly avowed."

"Our support, then, will go to responsible men, or institutions, who have ideas that are inspirational, basic and vital."

"Projects are plentiful, often tempting; the assurance of effective execution much more rare."

SUGGESTIONS FOR SPECIAL CITY REPRESENTATIVESOF THE A. L. A. MEMBERSHIP COMMITTEEMembership Year

Membership runs for the calendar year, not from date of payment. Dues for new members joining after September 1 are accepted for the next calendar year, unless otherwise preferred and noted. (New members are all who were not members nor delinquent in dues for 1945.)

Organize Your Own
Sub-committee

Organize the A.L.A. membership work in your city, choosing any additional assistants needed to cover geographical areas and various types of libraries. We need to have all types of libraries and librarians represented in our membership, as well as all localities.

Letters of
Invitation

Suggested form letters of invitation--both personal and institutional (copies enclosed) will be mimeographed and supplied by the Membership Department at your request. However, if you prefer to draft your own letter and send it to Headquarters it will be mimeographed for you. Be sure to indicate the number of copies you want.

Send a letter of invitation to every library worker in your area who is not a member of the A.L.A. Arrange that every person on that mailing list will have also from another A.L.A. member a personal invitation to join.

Supplies

Personal and institutional application blanks, membership leaflets, and Bulletin reprints will be furnished by the Membership Department. Be sure to keep a supply on hand and write for additional supplies when needed.

Card Lists

Committee members have found it helpful to have a card file of A.L.A. members in their area. To keep this file up to date, throughout the year cards will be sent to you for new members, and also for changes of address. These cards are intended to supplement your active list of members, and to make corrections as necessary.

Please Note:

Your state representative will have a duplicate set of these cards for information only. His work is not to overlap that of the special city representatives.

Making Contacts

Arrange to have A.L.A. membership presented at every library meeting. Place a general letter on the staff bulletin board in every library asking for memberships. Remember that every person employed by a library, and every person interested in the work of libraries and the A.L.A. are eligible for membership.

Arrange to have membership presented at library staff meetings in your area two or three times during the year.

SUGGESTIONS FOR STATE AND PROVINCIAL
REPRESENTATIVES OF THE A. L. A. MEMBERSHIP COMMITTEE

Membership Year

Membership runs for the calendar year, not from date of payment. Dues for new members joining after September 1 are accepted for the next calendar year, unless otherwise preferred and noted. (New members are all who were not members nor delinquent in dues for 1945.)

State Organization

Organize your state or province by counties or cities or both. In organizing the group to work with you in covering the state, try to have all types of libraries and librarians represented, as well as all localities.

A list of the special city representatives who are also on the committee will be found in the list of membership committee representatives (enclosed). You may designate for areas not already covered, any additional assistants you may need. However, your work should not overlap that of any city representatives in your area.

Letters of
Invitation

Suggested form letters of invitation--both personal and institutional (copies enclosed) will be mimeographed and supplied by the Membership Department at your request. However, if you prefer to draft your own letter and send it to Headquarters, it will be mimeographed for you. Be sure to indicate the number of copies you want.

To prepare for personal solicitation by local assistants, it might be well to send a form letter to library workers in your state or province who are not members of the A.L.A.

Supplies

Personal and institutional application blanks, memberships leaflets, and Bulletin reprints will be furnished by the Membership Department. Be sure to keep a supply on hand and write for additional supplies when needed.

Card Lists

Committee members have found it helpful to have a card file of A.L.A. members in their area. To keep this file up to date, throughout the year cards will be sent to you for new members, and also for changes of address. These cards are intended to supplement your active list of members, and to make corrections as necessary.

Please Note: In cases where there are special city representatives, cards for those areas are sent for information only to the state or provincial representatives, in order that state or provincial representatives may have a complete file of A.L.A. members in their areas.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

November 27, 1945

To State Library Extension Agencies

We have just talked with Paul Howard, Director A.L.A. National Relations Office in Washington.

Surplus Property action affecting educational institutions, including libraries is imminent. State Boards or Committees representing all types of educational institutions are to be suggested to the states. Some have already been created.

These boards or committees will apparently have large responsibility for allocation within the state - of library materials as well as of miscellaneous items. It is therefore important that the library extension agency be represented.

Action. Our best suggestions are that you talk immediately with the Governor and the chief state school officer about your interest in surplus camp library books and other surplus property, and let them know of your desire to be in on the ground floor; also ask officers of the state library association to second your request.

Cordially yours

Carl H. Milam

Carl H. Milam
Executive Secretary

Charles H. Compton

Charles H. Compton
Chairman, Federal Relations Committee

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AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago, Illinois

December, 1945

Spot announcements for public libraries: Series XIX.

(RETYPE THESE ON YOUR OWN LETTERHEAD WITH SUITABLE INSERTS. ONE TO A PAGE.)

ANNOUNCER: Are you interested in heating your home economically? Sure you are! Especially when the know-how wont cost you one cent. The public library, _____ address _____, has books and pamphlets on weatherstripping and the wise use of fuel that will save you money, and will conserve precious coal and oil as well!

ANNOUNCER: Here's an announcement of interest to all merchants. The government is selling its surplus goods no longer needed by the armed forces and war industry. Bids are placed according to regulations which you may consult at the local public library. The library can give you information also on where to place your bids or get more detailed information. The library at _____ address _____ is open _____.

ANNOUNCER: Here's a message for all men and women who work! If you want to prepare yourself for a better job, you should investigate the opportunities for self-education at your public library. Remember, the better things of life don't come looking for you! It's time for you to meet them half way. Books on self-development, on your vocation, on getting along with people will give you a head start. Try the _____ public library, _____ address _____.

For A.L.A. Council Meeting
December 27-28, 1945

REPORT OF THE COMMITTEE ON WORK RELIEF PROJECTS
OF THE AMERICAN LIBRARY ASSOCIATION

This Committee on Work Relief Projects was appointed according to the following Executive Board action at the meeting of October 12-14, 1944:

Voted, That a committee be appointed to study possible future work relief projects, and to report to the Executive Board so that it may be in a position to act promptly if the need develops, the committee to be made up of a member of the Federal Relations Committee, with others representing public, college, and school library interests.

The attached report was presented to the Executive Board at its meeting on October 10-13, 1945, when it was

Voted, To receive the report and to transmit it to the A.L.A. Council for action.

Carl H. Milam
Executive Secretary

For A.L.A. Council Meeting
December 27-28, 1945

STATEMENT OF PRINCIPLES GOVERNING RELATIONS BETWEEN
A.L.A. AND COMMERCIAL ORGANIZATIONS

The Executive Board, at its meeting on October 10-13, 1945,
VOTED, That the Executive Board recommend to
Council the adoption of the final draft (Exhibit A)
of the Statement of Principles with the understanding
that the A.L.A. officers, staff, and committees
should not take this statement of principles as
authorization to cooperate with any and all business
organizations regardless of their character.

Carl H. Milam
Executive Secretary

Enclosure
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#112

FOR IMMEDIATE RELEASE

December 10, 1945

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois

A report on Maps, Map Series and Services* has just been released by a Committee of the American Library Association in a special October, 1945 issue of the Association's Subscription Books Bulletin, quarterly publication which has since 1930 evaluated subscription books, encyclopedias, and other reference-type books for librarians, teachers, and other book-buyers.

The war spurred interest in map materials, and the postwar period promises to maintain that interest at a high level. Schools and libraries are facing a real problem in selecting from a great mass of material those maps which best fill specific needs. To help guide them the October Subscription Books Bulletin reviews and evaluates about fifty maps and map series.

The Committee has not attempted to evaluate maps from the standpoint of their classroom use but rather from that of their interest to the library. A majority of the series included, however, is intended for classroom use in such subjects as history, geography, and social studies.

The October Subscription Books Bulletin also carefully analyzes the latest 1945 printings of Encyclopaedia Britannica and Encyclopedia Americana, bringing up-to-date the critical evaluation of these reference sets.

This special issue of maps is the third of a series. The first treated pamphlet material (October 1942), and the second, vocational materials (January and April, 1944). A fourth report, on pictures, is scheduled for some later issue of Subscription Books Bulletin.

*Special report on Maps, Map Series, and Map Services in SUBSCRIPTION BOOKS BULLETIN, V. 16, No. 4, October, 1945. Chicago, American Library Association, 1945. Subscription Price, \$2.00. Single copy, 50¢.

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For A.L.A. Council Meeting
December 27 and 28, 1945

SOCIAL SECURITY

The Council will include on its agenda at the Midwinter Meeting the subject of Social Security for librarians. In order that each one may become familiar with current proposals on the inclusion of additional employees in federal Social Security the following paragraphs have been taken from bills now before Congress.

S. 1050 and H.R. 3293
Wagner - Murray - Dingell

"VOLUNTARY COMPACTS FOR COVERAGE OF STATE
AND LOCAL EMPLOYEES"

"Sec. 276. (a) The Social Security Board is authorized to enter into compacts with individual States, or with the individual political subdivisions of any State for the purpose of extending insurance coverage under parts A* and C† to employees of such States or political subdivisions thereof.

"(b) The specific details of each such compact shall be entered into by the Social Security Board with the Government unit concerned, but each such compact shall provide--

"(1) That benefits will be provided for the employees of such State or political subdivision thereof on the same basis as for other employees covered by such insurance programs;

"(2) That the State or political subdivision Thereof shall pay the employers' social insurance contributions and collect the social insurance contributions on employees levied under sections 283 and 284.+

"(3) That the State or political subdivision may terminate the compact upon giving two years' advance notice to the Social Security Board except that no such notice may be given until the compact has been in effect for at least five years;

- * Part A is the proposed Prepaid personal health service insurance.
- † Part C is the expanded retirement, survivors, and extended disability insurance benefits. (Public employees, under the terms of this bill, would not receive benefits under Part B- Unemployment and temporary disability insurance benefits.
- + Sec. 283 and 284 establish the employers and employees contributions under sec. 276 at 2½% each for wages to a maximum of \$3600 annually.

X-2673A
#1114

BOOKS

Gerould, James Thayer. The college library building, its planning and equipment. 116p. Chicago, A.L.A., 1932. \$2.00.

Basic principles and standards. This is old but still useful.

Hanley, Edna Ruth. College and university library buildings. 152p. Chicago, A.L.A., 1939. \$4.00.

Photographs, floor section plans or elevation drawing, comparative cost and size data and critical comment for 42 buildings. Covers essentials in planning.

Lyle, Guy R. The library building and equipment. In his The administration of the college library (New York, H. W. Wilson, 1944, \$4.50) p.534-67

Randall, W. M. and Goodrich, F. L. D. Physical plant. In their Principles of college library administration (Chicago, A.L.A., 1941, \$2.50) p.168-94

Wheeler, J. L. and Githens, A. M. The American public library building; its planning and design with special reference to its administration and service. 484p. New York, Scribner, 1941 (Out-of-print, 1945)

Though this book was prepared particularly for the public library planner, it contains many details useful in planning any type of library. The state library extension agencies in many states will have this available for loan.

PERIODICAL ARTICLES

Note: Back files of Library Journal include illustrated articles describing some of the more recent library buildings. These (and articles in other magazines) are indexed in Readers' Guide to Periodical Literature and in Education Index under the heading "Library Architecture." The articles listed below are of a general rather than a specific nature.

Carlson, W. H. Planning II. The colleges and universities. A.L.A. Bulletin 38:37, February 1944.

Childears, Lucille. Let's use the division arrangement in the new college library. Library Journal 69:1082-3, December 1, 1944.

Collins, W. H. Library building after the war. Library Journal 68:1027-30, December 15, 1943.

Ellsworth, R. E. Planning a university library. In The American School and University, 1944, p.97-9.

Jallade, L. E. Are you prepared to plan a new building? Library Journal 69:1077-9, December 15, 1944.

Wheeler, J. L. Planning for post-war library building. A.L.A. Bulletin 36:179-91, March 1942.

Walter, F. K. Essentials of a university library building--I. College and Research Libraries 1:40-6, December 1939.

Raney, M. L. Essentials of a university library building.--II. College and Research Libraries 1:47-50, December 1939.

Ellsworth, R. E. Discussion (of papers by Walter and Raney). College and Research Libraries 1:50-6, December 1939.

American Library Association
December 1945

JN 12495 - A

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#115

PUBLIC LIBRARY BUILDING PLANNING AIDS

Books and Pamphlets

- American library association. Committee on library architecture and building planning. SMALL PUBLIC LIBRARY BUILDINGS, by John A. Lowe. 48p. Chicago, A.L.A., 1939. \$1.50.
Discusses procedure for building committee, relations between librarian, committee, architect. Illustrations of exteriors, floor plans, some interiors of 24 buildings, 17 erected 1935-37, with critical comment. Costs, size, book capacity.
- American library association. Committee on post-war planning. POST-WAR STANDARDS FOR PUBLIC LIBRARIES. 92p. Chicago, A.L.A., 1943. \$1.50.
A basic tool for planning. Chapters cover public library objectives, standards of service, size and area, standards of finance, of buildings, of book collection, and standards of personnel and technical processes.
- Power, Effie L. PLANNING AND EQUIPMENT OF CHILDREN'S LIBRARIES. In her Work with children in public libraries (Chicago, A.L.A., 1943, \$3.00) p.130-52
Discusses objectives and planning both of children's rooms and of separate children's buildings.
- Schunk, R. J. POINTERS FOR PUBLIC LIBRARY BUILDING PLANNERS. 67p. Chicago, A.L.A., 1945. \$1.25.
Simple concrete advice for librarians, committees, and boards newly faced with building problems. No plans or photographs: this book serves as a useful introduction to the books containing actual plans. Includes many helpful suggestions and an appendix of reference data.
- Wheeler, J. L. and Githens, A. M. THE AMERICAN PUBLIC LIBRARY BUILDING; its planning and design with special reference to its administration and service. 484p. New York, Scribner, 1941 (Out-of-print, 1945)
This is the largest and most detailed of the library planning books. It presents the joint experience of a librarian and an architect, and is comprehensive and authoritative. Contains more than 500 diagrams and illustrations. The state library extension agencies in many states will have this volume available for loan.

Periodical Articles

Note: Back files of Library Journal include illustrated articles describing some of the more recent library buildings. These (and articles in other magazines) are indexed in Readers' Guide to Periodical Literature and in Education Index under the heading "Library Architecture."

- Collins, W. H. Library building after the war. Library Journal 68:1027-30, December 15, 1943.
- Jallade, L. E. Are you prepared to plan a new building? Library Journal 69: 1077-79, December 15, 1944.
- Wheeler, J. L. Planning for post-war library building. A.L.A. Bulletin 36:179-91, March 1942.

American Library Association
December 1945
JN 12496 - A

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#116

School of Library Service
Columbia University
New York 27, N. Y.

June 11, 1945

Fellow Librarian:

The Editorial Committee of the American Library Association has appointed a sub-committee to consider what, if any, changes should be made in the next edition of the Guide to Reference Books, familiarly known as "Mudge."

The sub-committee, not wishing to go contrary to the wishes of the majority of the present users of the Guide, is in need of some facts about the use made of the Guide in its present form and the satisfaction which it gives, and opinions as to desirable changes.

They are submitting, therefore, the enclosed checklist of possible uses and of suggested changes, none of which they endorse as yet, to reference librarians who are members of the Reference Librarians' Section of the Association of College and Reference Libraries, to teachers of reference and bibliography, and a few others who might also be interested in the matter and qualified to give authoritative information and valuable opinions. For the most part answers can be indicated by checking, but opportunities are given for making additional suggestions.

If you are interested in the nature of the future editions of the Guide, please fill in and return this checklist to the Chairman of the sub-committee (School of Library Service, Columbia University, New York 27, New York) by July 10.

Very truly yours,

Mary N. Barton
Jeanne Griffin
Margaret L. Johnson
Kanardy L. Taylor
Florence R. Van Hoesen
Winifred Ver Nooy
Margaret Hutchins, Chairman

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For Meeting of Members of A.L.A.
Executive Board and Directors of
Association of College and Reference
Libraries, June 23, 1945.

ASSOCIATION OF COLLEGE AND REFERENCE LIBRARIES

Office of the President

A PROJECT TO PROVIDE A COLLEGE LIBRARY REPRESENTATIVE AT
THE HEADQUARTERS OF THE AMERICAN LIBRARY ASSOCIATION

Presented by the Board of Directors of the
Association of College and Reference Libraries,
a Division of the American Library Association

Purpose: To provide an advisory service at the Headquarters office of the American Library Association which will assemble information and assist librarians in the college field to develop and administer their libraries in the most effective way.

Need: College (meaning college and university) librarians need a clearing house for ideas, plans and procedures relating to college and university libraries. Many colleges are located in rather isolated communities where their librarians cannot discuss their problems with other professional librarians. College librarians in large libraries in large cities need at times the most expert assistance they can find in solving their problems. Research has been done on some phases of library administration. The literature on the subject is growing rapidly. College libraries cannot collect all of this material. The staff does not have time to organize and digest it. It should be done for them in one central office headed by an expert in college library work who can give advice and help when it is needed.

The need for such a clearing house and advisory service has been expressed informally by the librarians of college libraries for many years. In 1930 the First Activities Committee of the American Library Association emphasized the need for it. Since then the same need has been expressed by the College library Advisory Board of the A.L.A., the College and Reference Section, the Second Activities Committee of the A.L.A., and the Association of College and Reference Libraries.

Plan: The A.L.A. Headquarters office already has a large technical library which includes many articles and studies and books on all types of libraries: school, public, special, and college. The college representative would analyze the material already collected to acquire information relating to all the problems of academic libraries. He would gather more from questionnaires, and surveys and personal interviews and visits. He should know the persons who have done significant research in these fields, persons to whom inquirers may be referred for information.

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AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago, Illinois

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Special to Illinois papers

For release June 23 A.M.

Mrs. Albert W. Errett of Kewanee, Illinois, received one of two American Library Association's citations for outstanding public service as library trustees, at a ceremony in Chicago yesterday evening. The citations were conferred at a meeting following a buffet supper which marked the inauguration of the Association's officers for 1945-46. M. M. Harris of San Antonio, Texas, was the other public library trustee so honored.

The citations are conferred annually on the two library trustees whose services to their communities are judged most worthy of national recognition, after consideration of the achievements of candidates in all parts of the country.

Mrs. Errett has been a trustee of the Kewanee Public Library since 1917, serving as president for the last fourteen years. She was responsible for the organization of cooperative library services in Henry County, where several small libraries banded together for cooperative buying and the exchange of books and ideas. Through her efforts, the Henry County Library Association has developed practical methods for making the facilities of all libraries in the county available to each small library. As an officer of the Illinois Library Association for many years, she has influenced the trend of library legislation throughout the state. Under her guidance, in 1928, the ground work was laid for a thirty-three per cent increase in the maximum tax rate for public libraries, which was passed by the legislature soon afterwards.

M O R E

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X-2673.A5
#119

OUTLINE FOR MANUAL ON LIBRARY WORK WITH THE BLIND

I. INTRODUCTION

A. Purposes of manual

1. To set standards
2. To discuss the work
3. To attract people to the field

B. Brief historical sketch of book service to the blind

II. BOOK COLLECTION

A. Types

1. Embossed books
2. Talking books
3. Periodicals
4. Other materials

B. Selection

1. Interests, needs, capacities
2. Opinions of workers with the blind
3. Selected bibliographies
4. Personal contacts

III. ORGANIZATION AND SERVICES

A. Organization

1. Ordering
2. Classification
3. Cataloging
4. Shelving
5. Filing

B. Services

1. Charging systems
2. Rules and regulations
3. Correspondence and follow-up methods

C. Suggested program activities

D. Special aid to blind students

IV. CLIENTELE (Avenues of approach to)

A. Cooperation with other agencies

1. Public and private agencies for the blind
2. Social agencies

B. Blind patrons

A5

A.L.A. Public
Library Office
Field Notes

June 4-6, 1945
J. W. Merrill

WISCONSIN LIBRARY COMMISSION WORKSHOP

Green Lake

Attended by J. W. Merrill at invitation of C. B. Lester, Secretary of the Library Commission, to address the Workshop, and for informal conferences with the staff and the students.

The Workshop. One of two, held in different sections of the state. Financial help from Vocational training funds. Modelled frankly on the Michigan Workshops. This was attended by 47 librarians from libraries in cities of 25,000 and less. Held at what was formerly Lawsonia (the country estate of Victor Lawson, Chicago Daily News), now the Northern Baptist Assembly. A state recreation institute was going on at the same time, to the advantage of both, for librarians joined in evening singing and folk dancing, and recreation leaders came to hear Miss Reely discuss books. Mr. Lester, Miss Davis, Miss Schrage, and Miss Reely were participating. The students showed a lively curiosity and a fine spirit.

A.L.A. Participation. Advance scheduling was for a talk on "a view of library extension the country over," followed by plenty of time for discussion. Leaflets were distributed, pictures shown. Arranged informally were (1) discussion of A.L.A. matters with the staff and the librarians who did not need a cataloging class; (2) discussion with a small group of one complicated county situation; (3) talk with the staff on Wisconsin legislative and other projects.

Legislation and County Library Situation. The Library Commission had secured (1) an increased appropriation for the next biennium which will permit an assistant field worker; (2) authorization for the acceptance of federal aid; (3) repeal of a very old and very bad county traveling library law; and (4) amendments to the certification law. Still pending (with no prospect of adjournment soon) were; (1) proposed revision of the membership of the library commission, now largely ex-officio; and (2) state aid, reported favorably by the Education Committee, but waiting action by the Joint Finance Committee.

Data just compiled for the Workshops on the 16 county libraries of the state, is discouraging, for most of them are greatly under-financed. Bookmobile service is given in Shawano County only. The Shawano county librarian, Mrs. Veslak, who was in attendance, is evidently getting results in spite of limited funds. For example, the county highway department not only supplies gas and service for the bookmobile but sends out one of its own trucks to change station collections.

Trends in Fund-raising and Their Relation to Planning Alumni Fund Campaigns

by

Robert F. Duncan, Vice-Pres.
John Price Jones Corp., 1945

1. There is more money available to be given away today than ever in our history. Income has risen 100% in 2½ years.
2. More people are giving more money than ever before. 1943-1944 figure for gifts on record show rise of more than 100% over 1940. Of the 21,000,000 individuals reporting gifts on their income tax returns, 20,000,000 were in the \$5000 and under bracket, accounting for 80% of the total gifts for the period.
3. Corporations are giving vastly more to philanthropy than ever before. One corporation which gave \$706,000 in 1941, gave \$2,500,000 in 1943. Much of this was war giving.
4. Compared with 5 or 10 years ago, the average gift of the large donor has greatly decreased. The base of giving is broadening to include millions of small givers, but narrowing sharply at the top.
5. Unorganized appeals are meeting stiffer competition from united campaigns. Even independent appeals when based on an overall program are more effective than appeals for isolated objectives!
6. Endowment is much less popular than formerly. Maintenance money covering a five or ten year period is the national trend.
7. The disadvantages of restrictions on gifts are being increasingly recognized.
8. Employee gifts in name of employing institution are growing.
9. Fund-raising has become a highly specialized business.

These conditions can change quickly as national income drops and the war stimulus vanishes. Necessary to build a donor list now and concentrate on keeping them through harder times later. Four suggestions as to how to do it:

1. Comprehensive planning
 - a. State the major policies governing the securing and use of gift money, its relation to other sources of income.

MODERN DESIGN IN LIBRARY BUILDING

By A. Gordon Lorimer, Chief of the Bureau of Architecture, City of New York
(From Between Librarians, Journal of the Maryland Library Association, March 1945 p.8-9)

Architects today are tending to depart from the traditional designs in planning public buildings. The emphasis is more and more on the internal arrangement which must be efficient if the proper service is to be rendered. In connection with this it should be said that the main library building of the Enoch Pratt Free Library is an outstanding example of such planning and is worthy of study. I should like also to pay tribute to Wheeler and Githens' The American Public Library Building which is one of the best presentations of the architectural design of a special type building.

Any building is a series of compromises in which many elements compete for precedence. (1) The first of these is control. This has to do with the easy and efficient flow of traffic within the building, with the design enabling those within the structure to reach the essential parts of the building by the most direct routes and with the least interference to those in other parts of the building. In the Bureau of Architecture in New York we have the belief that it should be as easy for a reader to get a book as it would for the same person to secure provisions in a store. We have evolved two basic designs for use in planning the branch libraries for the New York public library system. These buildings have been designed for a collection of 33,000 books in a population unit of 55,000.

(2) The next of the elements is that of light. It is obvious that the reading rooms should have an abundance of natural light and the architect can so arrange the placing and the design of the windows as to take full advantage of this need. It is also possible to so utilize architectural features that the strong summer sunlight which comes down largely in a vertical plane may be excluded, whereas the long slanting rays from the winter sun can be admitted for additional warmth and illumination. In some libraries the use of aluminum Venetian blinds has made possible the directing of the light rays so that they will secure a maximum of effect in the interior illumination of the reading rooms.

(3) Another of the basic elements is that of flexibility. The shell of the building should be the only fixed part of the structure with the interior arrangement as adaptable as possible. This again is part of the concept of placing the interior needs of a special type structure first. Connected with this is the development of standardized parts for a building, such as windows, flooring, and roof slabs. There is also some effort to develop a standard-sized brick which will be the same for all structures and which will serve as a module. In the past the building industry has been rather slow in developing such standardized units with most structures being custom made, but there are definite signs of a trend in the opposite direction. This will lead to less expensive buildings and hence ones which



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

April 13, 1945

THE LIBRARY OF
CONGRESS
JUNIOR RECORD
APR 2

NEW

Dear Mr. Bookseller

I recently attended a meeting of the Board of Directors of the Council on Books in Wartime. Some incidental reference to the probable use of textbooks and other (cloth-bound) books left over when the war ends reminded me that we had not told you directly of the A.L.A.'s proposal.

It is that army camp library books and library equipment in this country, when declared by the War Department to be surplus, be given to the states for the establishment and development of public library service primarily in the rural areas. This, we think, can be handled by the Surplus Property Board.

It is also proposed that congress appropriate some funds to enable all of the states to make immediate and effective use of the books.

Further details are given in the enclosure. Your comments will be welcomed.

Cordially yours

Carl H. Milam
Executive SecretaryCHM:mlh
enclosure
JN 12059

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C.C.

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STORYTELLING

Selected References

- Breen, Mary J. For the Story-Teller. National Recreation Association, 315 Fourth Avenue, New York, N.Y., 1938 \$.35
- Bryant, Sara Cone. How to Tell Stories to Children. Houghton, 1905 \$2.00
- Galbraith, Ruth Budd. Course for the Storyteller: An Outline. H.W.Wilson, 1943 \$.35
- Hurley, Richard James. Campfire Tonight. The Peak Press, Ann Arbor, Michigan, 1940 \$1.00
- Sauer, Julia L. Radio Roads to Reading: Library Book Talks Broadcast to Girls and Boys, H.W.Wilson 1939 \$2.25
- Sawyer, Ruth. The Way of the Storyteller. Viking, 1942 \$2.50
- Shedlock, Marie. The Art of the Story-teller. Appleton, 1936 \$2.25
- Storytelling. Association for Childhood Education, 1201 - 16th Street, N.W., Washington 6, D.C., 1942 \$.35

LISTS OF STORIES TO TELL

- Stories: A List of Stories to Tell and Read Aloud. New York Public Library, New York, N.Y., 1943 \$.25
- Stories to Tell, prepared by the Children's Department, Enoch Pratt Free Library, Baltimore, Maryland, 1942 \$.50
- Stories to Tell to Children. 5th ed. Carnegie Library, Pittsburgh, Pa., 1932 \$.30

School and Library Office
American Library Association
520 North Michigan Avenue
Chicago 11, Illinois

October 1945

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

For the information of the members of the
Executive Board

Yvonne Oddon, American trained librarian, prime mover in the Anti-Nazi newspaper Resistance. The Nazis caught her trying to get the plans of St. Nazaire for the British, and imprisoned her for four years, one in solitary confinement, two at hard labor, finally at one of the worst concentration camps, from which she was released in April this year, weighing fifty-eight pounds. She is now librarian at the Musee de l'Homme in Paris. Her ordinary weight is around one hundred pounds.

Specific things which Milton Lord suggests that friends and well-wishers might send her are toilet and laundry soap; tea, coffee, cocoa, bouillon cubes, canned meats, chicken and fish, hard candies; dried prunes; shelled unsalted nuts, and other highly concentrated foods.

Woolen sweaters, stockings, underwear, mittens, and scarves would be greatly needed to keep warm this winter, Mr. Lord says, and he urges immediate action in view of the time it takes for packages to get across.

Address: Musee de l'Homme
Palais de Chaillot
Paris XVI, France

Margaret Demchevsky, Sofia, former head of the national library of Bulgaria, was subjected to police inquiry, nearly went to jail, and finally had her position cancelled January, 1943. The reason given by the Minister of Education was her "Anglo-Saxon training and convictions". After many months she obtained a position with an Institute for Scientific Management.

Incendiary bombs destroyed her home and all their belongings, during months of constant bombardment. Her whole collection of books and library materials painstakingly collected for years are all gone. As she still hopes to write a book in Bulgarian on library economy, she feels this loss most keenly, although she and her mother still have no permanent home. The address on her letter dated July, is:

Ivan Vazoff Street, No. 2
Sofia, Bulgaria.

Members of the Executive Board, at the recent meeting, offered to send some of their duplicates on library economy to Headquarters for shipment to Miss Demchevsky. Headquarters will send them to her after weeding out the duplicates for the ABC book drive.

October 17, 1945
JN 12406

#120

American Library Association
520 North Michigan Avenue
Chicago 11, Illinois

School and Children's
Library Office
October 1945

STATE SCHOOL LIBRARY SUPERVISORS

Alabama: Fannie Schmitt, School Libraries Consultant, State Department of Education, Montgomery.

Connecticut: Rheta Clark, Supervisor of School Libraries, State Department of Education, Hartford. Anna C. Moore, Supervisor of Trade School Libraries, State Department of Education, Hartford.

Florida: Sara Krentzman, Consultant on School Libraries, Florida College for Women, Tallahassee.

Georgia: Sarah Jones, Assistant Director, Division of Textbook and Library Service, State Department of Education, Atlanta.

Illinois: Alma Lundeen, Field Visitor for School Libraries, State Library, Springfield.

Indiana: Esther V. Burrin, Director, School Libraries and Teaching Materials, State Education Department, Indianapolis.

Louisiana: Sue Hefley, Supervisor of School Libraries, State Department of Education, Baton Rouge.

Massachusetts: Sarah A. Beard, Consultant, School Libraries and Work with Children, Division of Public Libraries, State Department of Education, 200 Newbury Street, Boston 16.

Michigan: Louise Rees, School Library Consultant, State Library, Lansing.

Minnesota: Ruth M. Ersted, Supervisor of School Libraries, Library Division, State Department of Education, St. Paul.

New York: Anna Clark Kennedy, Supervisor of School Libraries, State Education Department, Albany.

N. Carolina: Mrs. Mary Peacock Douglas, School Library Adviser, State Department of Public Instruction, Raleigh.

Oregon: Agnes Shields, School Library Specialist, Oregon State Library, Salem.

Tennessee: Martha M. Parks, Director, Division of Libraries, State Department of Education, Nashville.

Virginia: C. W. Dickinson, Jr., Director of School Libraries and Textbooks, State Board of Education, Richmond.

Wisconsin: Irene M. Newman, Supervisor of School Libraries, State Department of Public Instruction, Madison.

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

APR 12 1945

Order Number

6300994

Copy _____

February 7, 1945

To the A.L.A. Executive Board and
Officers of Divisions;

Attached is a brief summary of the discussion at the
meeting of Division Officers and Executive Board.

You will notice that the suggestion that the Executive
Board letter be sent to Division presidents and secretaries is
already being carried out.

If you have further suggestions regarding the topics
discussed, we shall be glad to receive your comments.

Yours very truly,

Florence L. Simmons

Mrs. Florence L. Simmons
Assistant to the Executive Secretary

FLS:hs
enclosure
JN 11966
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THE AMERICAN LIBRARY ASSOCIATION
CONFERENCE
SERIAL RECORD

APR 12 1945

Order Number

630991

Copy _____

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

January 31, 1945

To the Members of the
Editorial Committee
Committee on Insurance

Enclosed is an outline for a book or pamphlet on insurance prepared by Mrs. Dorothea M. Singer, Chief Reviser, Columbia University, School of Library Service. Mrs. Singer holds degrees in law, and in library science and has qualified for an insurance broker's license in New York state.

The outline is accompanied by a covering letter from Mrs. Singer in which she seeks reactions to specific points which she raises.

May I also raise a question? To keep the book or pamphlet down in size and to make its selling price appeal to all libraries, how can the book be limited in its scope without sacrificing its usefulness? We have sometimes asked authors to treat the general aspects or principles of a subject briefly and to refer to printed materials which give a broader understanding. In that way we try not to duplicate what is easily available elsewhere and to devote our space to library applications and implications of the subject at hand. What specific suggestions along this line might we pass on to Mrs. Singer?

Will you please send your comments to me? I hope I may have them by February 20.

Very sincerely yours,

Everett O. Fontaine
Chief, Publishing Department

X-Z 673

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THE LIBRARY OF
CONGRESS
SERIAL RECORD

AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago 11, Illinois

APR 12 1945

Order Number

Copy

For immediate release to library press

Library Development Fund Newsletter

February 8, 1945

Twenty nine states have already appointed state directors (list attached) for the nationwide campaign in behalf of the Library Development Fund scheduled for April 1945. Prospects are good for achievement of the \$105,000 national goal set by state leaders at a meeting called by the American Library Association in Chicago during January. Over \$3000 in advance subscriptions and pledges has already been received at A.L.A. headquarters.

General plans for organization within states call for a state sponsoring committee representative of various types of libraries and a co-director who will head a special appeal to trustees. County, city and local chairmen will be appointed by state directors as needed, and each state director will have control of campaign planning within his own area.

Pending the collection of the Library Development Fund and the appointment of a Washington representative of libraries, the Library Service Division of the U.S. Office of Education and the A.L.A. are attempting to maintain library interests. Statements about surplus property of use to libraries have already been filed with the Surplus Property Board. Guy Gillette, chairman, announced on February 7 that educational, municipal and state agencies would receive priorities of 21 days before property was offered for public sale.

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FOR FURTHER INFORMATION, APPLY TO LIBRARY DEVELOPMENT FUND
AMERICAN LIBRARY ASSOCIATION, 520 NORTH MICHIGAN AVENUE
CHICAGO 11, ILLINOIS.

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#130



AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

APR 12 1945

Order Number

6306994

Copy _____

February 8, 1945

To the Executive Board:

Assistant Secretary. More than twenty-four applications and suggestions have been received in response to our "want-ad" in the January Bulletin. President Vitz, President-Elect Ulveling and the nominee for President-Elect, Miss Rothrock, have consented to join me in evaluating the candidates and in making recommendations to the Executive Board.

Binding Cloth. Messrs. Ralph Ulveling, Paul Howard, Ralph Dunbar, and Pelham Barr are exploring the possibility of getting more buckrum or other suitable materials for library binders. Mr. Dunbar has presented the case to W.P.B. Because of increased war needs the outlook is not too good.

Library Development Fund. Advance pledges now total \$8,278.50 (to February 1). Miss Winifred Ver Nooy, president of A.C.R.L. and Miss Irene Hayner, president of American Association of School Librarians of the Division of Libraries for Children and Young People, have accepted membership on the Campaign Committee. Mr. Franklin left on January 26 on call from his Memphis Selective Service Board. Miss Ruth W. Gregory of Waukegan Public Library is now the part-time executive assistant, and Mrs. Brucker is part-time general assistant. President Vitz as chairman is carrying a large share of the work.

Building the Peace. The March A.L.A. Bulletin will announce a State Department effort to get as many people as possible talking about this subject, especially in May, and the plans which are being made for A.L.A. and library participation. It seemed to us at Headquarters that this is a program in which every library will wish to have the largest possible part.

Membership. The total A.L.A. membership on December 31, 1944, was 14,805, of which 1951 members were enrolled during 1944. The Association made a small net gain in membership for the year.

The A.L.A. Handbook is expected to come from the presses sometime during February.

Ruth M. Babcock, Public Library, Bremerton, Washington, has just accepted appointment on the A.L.A. Membership Committee for the State of Washington, and Frances Barnett, Public Library, Little Rock, for the state of Arkansas.

A Quarter-Century of A.L.A.

The American Library Association this year marks its twenty-fifth anniversary under the secretaryship of Carl H. Milam, and the twenty-fifth anniversary of the "Enlarged Program." For the library profession, and for the A.L.A., these have been twenty-five creative years, which have brought out the best that many librarians have had to give, and which have broadened the scope of library service far beyond its conception in 1920.

The importance of the Enlarged Program lies in its adoption by the A.L.A. at a time when optimism about the future ran high; and when energy and vision were available for its gradual accomplishment over the next quarter century. The leaders of the '20s put their best thought into this plan for an expanded, more vital A.L.A. All over the nation there was an appetite for progress.

Librarians were elated over their excellent record of service in the first World War which had been made possible by adequate funds and a united professional front. They were reluctant to let the impetus die, before it contributed to a peacetime program of equal proportions.

But the pre-war A.L.A. was incapable of what its leaders now expected of it. Hence the Enlarged Program, which took the future firmly in hand, mapped it out, called for funds totalling \$2,000,000, and recommended the reorganization and expansion of headquarters.

The areas of library service destined for future importance as visualized in 1920 are interesting. They were library extension, including children's and school libraries; work with the foreign-born; adult education; books for the blind; institutional and special libraries; a program of international good will; general publicity; professional publishing; personnel standards and welfare; and follow-up on A.L.A.'s war service to the merchant marine, war industries and hospitalized veterans.

Looking at A.L.A. as it was then, it is possible to see how over-ambitious the Program sounded. There was almost no machinery to coordinate efforts or to assemble information in most of these fields. "Library extension" and "adult education" were such new ideas that there were not even volunteer committees working in their behalf.

#132

A.L.A. Publishing - Professional Staff Meeting - April 1946

This memorandum prepared for staff discussion is also sent to Council members in the hope that they may find time for suggestions. Comments will be welcome on the relative importance of the various proposals, on the scope of any of the proposed books, or on people qualified to prepare some of them. Suggestions will also be appreciated regarding other needed books or tools. Comments may be made on the memo itself.

THE LIBRARY
CONGRESS
SERIAL RECORD

APR 2

A. GENERAL TOOLS AND TOOLS FOR PUBLIC LIBRARIESUnderway

Bibliotherapy. McGrath. (Use of books in adult education and personal adjustment.)
 Binding Manual. Hefling.
 Book List - Buying - Books for Adult Beginners (2nd ed). Fihe.
 Book List - Buying - Buying List of Books for Small Libraries (7th ed). Horton.
 Business Services - Public Library. Manley.
 History - American Library History to 1876. Thompson.
 Index - Rehabilitation. Adler.
 Insurance for Libraries. Singer.
 Music in Libraries. M.L.A.
 Order Work. Shove.
 Public Documents - Subject Approach. Hirshberg & Melinat. (Companion volume to Hirshberg's "Subject Guide to Reference Books")
 Public Documents - Superintendent of Documents Classification (Supplement to Bulletin 15). Calendine.
 Publicity - Poster Making. Kahl.
 Publicity - Series of Pamphlets. Committee.
 #1 on writing and placing of news is underway. Hyle.
 Shelf Work. Cooper.

Probably Worth Exploring

Activities and Projects for Public Libraries

A statement of what such a book might cover was drawn up. It is now in the hands of ten official groups for comment and suggestions.

Blind - Manual on Work with

A manuscript prepared under committee (Blind) auspices two or three years ago was found wanting. We are in touch with this year's chairman of the committee to consider the revival of a project in this field.

November, 1945

Spot announcements for public libraries: Series XVIII

(RETYPE THESE ON YOUR OWN LETTERHEAD WITH SUITABLE INSERTS. ONE TO A PAGE.)

BROADCASTER: In the public interest, Station _____ is glad to call your attention at this time to a community agency which can mean much to all of us, and which many of us overlook. We are referring to the _____ Public Library, where reading for pleasure, for education or information is ours for the asking. We hope that you are among the many (town) taxpayers who are making full use of this fine public service.

BROADCASTER: Here is a message from the public library to men and women who wish to continue their education. There are very few subjects which cannot be studied from books, at home, in your own time. The public library is open to you, without fee. There are librarians who can help you plan your reading, so that you advance step by step through reading courses tailored just for you. So let the public library help you! Open a library book and continue your education!

BROADCASTER: Friends, have you discovered the pleasures of reading? Do you know that many people get as much enjoyment from reading books as others do from golf or radio programs? A few months ago, the National Opinion Research Center polled public opinion on favorite ways of spending spare time, and reading came out on top with 41% of the people questioned. Now, if you haven't discovered the sheer enjoyment of reading a good book, we suggest that you investigate the _____ Public Library. Ask the librarians to help you find books you will enjoy.

(MORE)

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General

- A.L.A. Glossary of Library Terms. Elizabeth H. Thompson. 167p. Chicago, A.L.A., 1943. \$3.50.
A.L.A. Rules for Filing Catalog Cards. 109p. Chicago, A.L.A., 1942. \$2.00.
The Library in General Education. National Society for the Study of Education. The Forty-Second Yearbook, Part II. 383p. Chicago, University of Chicago Department of Education, 1943.
Making Books Work; a guide to the use of libraries. Jennie M. Flexner. 271p. New York, Simon and Schuster, 1943. \$2.50.
Patrons Are People; how to be a model librarian. Vivian Magnuson, Lolita Newman and Sarah L. Wallace. 39p. Chicago, A.L.A., 1945. 50¢.
Union Catalogs in the United States. Robert B. Downs, ed. 409p. Chicago, A.L.A., 1942. \$5.00.

College Libraries

- The Administration of the College Library. Guy R. Lyle. 601p. New York, H. W. Wilson, 1944. \$4.50.
Classification and Pay Plans for Libraries in Institutions of Higher Education. A.L.A. Board on Salaries, Staff and Tenure. 3v. Chicago, A.L.A., 1943. (Out-of-print, 1946)
College and University Libraries and Librarianship. William H. Carlson, ed. 152p. Chicago, A.L.A., 1946. \$2.50.
The University Library; its organization, administration and functions. Louis Round Wilson and Maurice F. Tauber. 570p. Chicago, University of Chicago press, 1945. \$5.00.

Public Libraries

- The Administration of the American Public Library. E. W. McDiarmid and John McDiarmid. 205p. Chicago, A.L.A., 1943. \$3.00.
The Library in the Community. Leon Carnovsky, ed. 238p. Chicago, University of Chicago press, 1944. \$2.50.
Library Planning: A Working Memorandum. 93p. Chicago, A.L.A., 1944. \$1.50.
Library Service to Business. Marian C. Manley. 72p. Chicago, A.L.A., 1946. \$1.25.
The Library's Financial Records. Helen E. Bray. 58p. New York, R. R. Bowker, 1943. \$2.00.
Pointers for Public Library Building Planners. Russell J. Schunk. 67p. Chicago, A.L.A., 1945. \$1.25.
Post-War Standards for Public Libraries. 92p. Chicago, A.L.A., 1943. \$1.50.
Public Libraries in the Life of the Nation. Beatrice S. Russell. 105p. Chicago, A.L.A., 1943. \$1.50.
Public Library Finance and Accounting. Edward A. Wight. 137p. Chicago, A.L.A., 1943. \$2.75.
The Small Public Library; organization, administration, service. L. Marion Moshier and Helena S. LeFevre. 143p. Chicago, A.L.A., 1942. \$1.50.

Library Extension

- County Library Primer. Mildred W. Sandoe. 221p. New York, H. W. Wilson, 1942. \$2.25.
Library Extension, Problems and Solutions. Carleton Joeckel, ed. 260p. Chicago, University of Chicago press, 1946. \$3.00.

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AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago 11, Illinois

For release Friday afternoon, June 21, 1946

Mrs. Annis Duff, housewife, parent and author, spoke this morning to librarians specializing in service to children and young people, at a meeting of the American Library Association's annual conference, now in session at the Buffalo Auditorium. The conference continues through tomorrow. Abstracts of Mrs. Duff's speech follow.

...I like the idea of the Public Library becoming very early a part of a child's life with books. Even when a family can afford to buy a great many of its own, it seems to me that there's an intrinsic spaciousness about having almost unlimited range among books that other people handle and enjoy. This gives even very little children the chance to make their own discoveries, which is good for their self-esteem. It also gives them the feel of participation in a collective possession.

It is the capacity for living abundantly, that makes a child able to accept and use books not as a substitute for something else, but for what they actually are: a never-failing well-spring of delight, experience, a basis for companionship, and an enrichment of active experience.

Even very little children should own books. The habit of owning books is one that should be cultivated even at the risk of its becoming a heady intoxication.

But -- I think it's a great mistake to buy books lavishly or impetuously for little children. Leave enough space around the books you do provide so that the owner can relax and expand in full and leisured enjoyment. It takes time to make friends with a book the way a small child does. For another thing, it's a pity to risk the purchase of untried books that may have negligible or too transient appeal.

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

June 3, 1946

To A.L.A. Councilors

Library Demonstration Bill. Senate Committee hearing was held on the morning of May 29. Witnesses were Miss Rothrock, Miss Culver, Messrs. Studebaker, Evans and Howard, and representatives of the Grange and Farmers Union. Very successful. Amount raised 50%, time extended 4 to 5 years, chiefly at suggestion of the farm organizations.

Buffalo. Things are looking up. About 1800 or 2000 people have received or soon will receive hotel room confirmations. This will take care of all whose applications were received by the middle of March. Some 1200 whose applications came late will be assured by the Housing Bureau that they can be taken care of on arrival, largely in private homes.

Mr. Galt writes that 4500 delegates were accommodated in hotels and elsewhere for the recent Conference on Social Work. About 1100 of them had rooms in private homes. He feels certain "that those coming to the A.L.A. Conference will be taken care of somehow or other."

Nazi Publications. Many librarians are sending telegrams or letters to Washington on the confiscation and destruction order, as suggested in our recent letter. So are some other organizations whose cooperation we solicited. Dr. Guy Stanton Ford of the American Historical Association writes: "I am glad to associate myself with the A.L.A. protest against the book burning edict. It is just plain stupid. I thought we conquered Hitler, not he us."

President Ulveling's services to the European Theater Library Program. He has received the following commendation from Major General Bolling under date of April 17:

1. It is desired to commend you for your services to the Theater Library Program.
2. Your keen insight into the needs of the men, your excellent judgment in evaluating our present library operation, and your practical suggestions for the future program will aid immeasurably in our mission of serving the reading needs of the troops overseas.
3. It is believed that both our professional library staff and the troops whom they serve will benefit greatly by the recommendations made upon completion of your tour of inspection of the libraries in the European Theater.

Cordially yours

Carl H. Milam
 Carl H. Milam
 Executive Secretary

JN 12827

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X-2673.45
 #137

For A.L.A. Council Meeting
June 17 and 21, 1946
Buffalo, N. Y.

Recommendations of the Committee on Constitution and By-Laws

Some of the Resolutions of the Council relating to Joint Committees, passed at the Council meeting of October 1944, are ineffective without an amendment to the By-Laws. Our Committee on the Constitution and By-Laws has carefully considered the matter and is prepared to recommend changes in the By-Laws which will in a measure remedy the situation.

Specifically, our committee recommends that Article IX Section 4 of the By-Laws be amended to read as follows:

All other committees authorized by the Council, and interim committees authorized by the Executive Board, shall be special committees. The life of a special committee shall be limited to two years unless the Council or the Executive Board which authorizes such committee shall otherwise provide. The term of appointment for members of a special committee shall end with the fiscal year unless the Council or Executive Board which authorizes such committee shall provide for a different or a longer term. Members of special committees whose terms expire shall be eligible for reappointment.

It would seem that there could be no more appropriate committee to make this recommendation than the Committee on the Constitution and By-Laws; but if "special committee" in Article XI of the Constitution was intended to have the same meaning as "special committee" when that term is used elsewhere, then our committee is not qualified to recommend a change. Our Committee is a standing committee.

Perhaps the Council may be able to adopt our report and thus make it a "written report of the Council"; or the Executive Board might do the same, and thus present the recommendation to the Council for action.

You will note that Article IX Section 4 in the proposed form actually goes farther than the Council in its 1944 resolutions may have intended, because it will apply to any special committee and not just to "joint special committees". We thought it wise, however, to give this added power to the Board and the Council. Many of the difficulties that we have encountered can be traced to the efforts of the constitution makers to tie the hands of the Board and Council, and to try (usually unsuccessfully) to provide specifically for all possible contingencies. The result has been that in order to make the Constitution and By-Laws workable certain provisions have had to be quietly ignored.

HOBART COFFEY
Chairman
A.L.A. Committee on Constitution
and By-Laws

May 27, 1946
JN 12832
A

X-2673.4
#138

C L E A R I N G H O U S E F O R L I B R A R Y P R O B L E M SWHAT IS IT?

The Clearing House for Library Problems was initiated at the San Francisco conference in 1939 and has been a conference activity ever since. You are invited here for informal discussion of your current library problems and examination of recent professional literature.

HOW IT OPERATES

The A.L.A. Headquarters Librarian, Elizabeth Baker, or one of the special assistants for conference week, Grace Estes and Mary Klove Kramer, both of the Osterhout Free Library, Wilkes-Barre, Pennsylvania, will be at the desk to talk with librarians and show material available from headquarters. They will arrange for conferences with specialists in particular fields, members of headquarters staff and others.

HOURS

Desk will be open 9 a.m. to 5 p.m. daily, Monday through Friday.

WHERE IS IT?

It is located in the southwest corner of the Exhibition Hall in the Memorial Auditorium, not far from the Registration Desk, in Booths A25-27-29.

WHO USES IT?

Have you questions about such subjects as Library standards, Staff manuals, Memorial book shelves, Music collections, Phonograph records, Publicity aids, By-laws, Accounting, Insurance, Hospital library service?

Have you a special library problem you would like to discuss informally with a consultant in your particular field?

Are you attending your first conference and interested in suggestions as to meetings to attend, or information about conference activities?

SPECIAL EXHIBITS

This year the Clearing House features two special exhibits:

- (1) Highlights of Library Literature, 1942-1946
- (2) Library Building Planning

Mimeographed lists of titles included in the professional literature exhibit are available for distribution. Also available are reading lists on public library building planning and college library building planning.

X-2573.45
#139

American Library
Association
June, 1946

A.L.A. TRUSTEES DIVISION

Officers, Board of Directors and Council Members

CHAIRMAN - Mrs. Samuel Mitchell, Public Library, Wheaton, Illinois (1244 N. Stone Street, Chicago) 2-year term, 1945-47

FIRST VICE CHAIRMAN - Mr. Paul R. Benson, Public Library, New Castle, Indiana 1-year term, 1946-47

SECOND VICE CHAIRMAN - Mr. Lewis R. Gulick, Public Library, Buffalo, New York (302 Erie County Savings Bank Building) 1-year term, 1946-47

EXECUTIVE SECRETARY - Mrs. Paul W. Cook, Public Library, Evanston, Illinois (1731 Jenks Street) 1947

TREASURER - Mr. Edward J. A. Fahey, Free Public Library, Irvington, New Jersey (92 Franklin Terrace) 2-year term, 1946-48

BOARD OF DIRECTORS

Terms expire 1948

Mrs. Albert E. Hollingshead, Public Library, Albia, Iowa

Mr. John Charles McKay MacBeth, K.C., Public Library, Toronto, Ontario, Canada (330 Bay Street)

Mrs. J. Henry Mohr, California Library Association, San Francisco, California (2 Castaneda Ave.)

Mrs. J. E. Price, Tuscaloosa County Library, Tuscaloosa, Alabama (1302 Greensboro Ave.)

Terms expire 1947

Mr. Thomas J. Porro, Public Library, Tacoma, Washington (718 Medical Arts Building)

Mrs. Paul Reed, Public Library, Tulsa, Oklahoma (1448 S. Denver)

Miss Marion Packard, Township Library, Flushing, Michigan (630 Mason Street, Apt. 303, San Francisco, California)

Mr. James J. Weadock, Public Library, Lima, Ohio (605 Cook Tower)

A.L.A. COUNCIL MEMBERS

Miss Margaret Southwick, Public Library, Gary, Indiana (Box 407, Ogden Dunes) 4-year term, 1945-49

Mr. Andrew B. Lemke, Evanston, Illinois (1202 Hinman Ave.) 3-year term, 1945-48

X-2615.7
#140

GOOD LIBRARY LISTENINGA SELECTED LIST OF PHONOGRAPH RECORDS FOR ELEMENTARY SCHOOL LIBRARIES

Compiled for THE CHICAGO TEACHER-LIBRARIANS' CLUB

By Marie B. Gibbons, Mary V. O'Hara and Jeannie M. Stewart under the direction of
Dilla W. MacBean, Library Adviser to the Superintendent of Schools.

William H. Johnson, Superintendent of Schools, Chicago, Illinois.

FOREWARD

The purpose of the committee was to formulate a list of records that could be used for constructive guided listening that would lead the child to books and give him an enrichment of experience and background.

In compiling the list the following objectives were formulated:

1. To lead the average child to a book.
2. To enrich the superior child's background.
3. To assist the slower child to develop a literary background through listening that he might not be able to attain through his grade-level reading.
4. To add one more medium, an auditory image aid, to help in making the best in literature and the classics a part of every child's background.
5. To help the child interpret the story; i.e. the dialect or colloquialisms or the language of the period of the story is rationalized for the child.

PAMPHLET
COLLECTION

The committee listened to one hundred fifty-four double faced records and are aware that in selecting the following are desirable criteria:

1. The voice of the narrator must be pleasant, the diction good and the enunciation clear.
2. Sufficient variation must be provided in the production so that at no time will the listening span of the child be taxed.
3. The story must be told or dramatized at a pace that will permit the child to comprehend as he listens.
4. The background of the story must be accurate.
5. The whole interpretation must give pleasure to the child.

In conclusion the committee reports that it has tried to listen to all the available children's story telling records over a period of six months and regrets that several records - which were suggested to it - could not be heard because they were out of stock either temporarily or permanently. In instances where there was more than one recording of the same story the one that was considered the best is listed.

MARIE B. GIBBONS, CHAIRMAN
MARY V. O'HARA
JEANNIE M. STEWART

X-2673.A5
#141

X-2 673

PUBLIC LIBRARY SERVICE DEMONSTRATIONS
WITH FEDERAL AID

Preparations Needed in the States for
Securing and Using Federal Grants

A Compilation for State Library Leaders
Prepared by a Committee Appointed by
the Library Extension Board

H. Marjorie Beal, Chairman

Essae M. Culver

Mildred W. Sandoe

AMERICAN LIBRARY ASSOCIATION

Chicago

January 1946

X-2618. #5
#142



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

February 12, 1946

To a few librarians (a) who have returned
after service with the Armed Forces,
and (b) whose colleges have had ASTP
and V-12 Programs:-

I am writing this letter as a member of the Advisory
Committee of the American Council on Education on a study of the
implications for civilian education of the education and train-
ing programs of the Armed Forces.

As a result of a two-day meeting of the Committee with
the staff and of examination of a good many preliminary reports and
outlines, I became aware of the lack of attention to the implications
for libraries of what the Army and Navy have done. I was assured
that attention will be given to the implications for public libraries
in the adult education study which is still to be made; and I made
several suggestions for membership on a special committee for that
study (which will include library service and other informal education-
recreation activities).

As to the implications for school, college and university
libraries, I also received assurances, but I feel less certain that
anything adequate will be done, unless we can get some thoughts of
librarians themselves before the Commission staff.

At the conclusion of the meeting I also had a feeling
that there was danger, because of the way in which the research is
being carried on, of overlooking some fairly obvious implications.

I am, therefore, writing this letter to you to ask one
question: On the basis of your experience or observation, what
implications for libraries of any kind do you see in the training
and educational programs (liberally interpreted) of the Armed
Forces?

Cordially yours

Carl H. Milam

Carl H. Milam
Executive Secretary

CHM:mlh
JN 12590

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#143



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

MAR 19 1946

Copy ~~_____~~ February 20, 1946

To Members of the
Editorial Committee
Publications Committee of Public Library Division
Publications Committee of A.C.R.L.

Attached is a copy of a letter from Marjorie Quigley to Miss Hayner, Chairman of the Editorial Committee, proposing a book on some aspects of postwar library administration.

We should like to have your reaction to such a book. If you approve the idea, do you have any suggestions concerning topics which should be covered, or concerning possible authors?

May we please hear from you reasonably soon?

Yours sincerely

Everett O. Fontaine
Chief, Publishing Department

EOF:MF
Enc.

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#144

PLANS FOR EQUIPMENT PROGRAM AND EXHIBIT

AT BUFFALO CONFERENCE

(Notes on Meeting in Mr. Milam's Office, February 4, 1946)

Present: Milam, Fontaine, Batchelder, Dahl, Kohlstedt, Taylor, and Steinmann
 -- the last three representing the Audio-Visual, Photographic
 Reproduction, and Library Equipment and Appliances Committees,
 respectively.

The discussion centered about:

1. General Principles (Exhibit A)
2. Miscellaneous Suggestions (Exhibit B)
3. Tentative programs of the three committees involved.

1. GENERAL PRINCIPLES

All nine points were accepted as written, except Point 5 in which "desk" was changed to "center."

2. MISCELLANEOUS SUGGESTIONS

Point 1 was accepted, although need for separating exhibits of competitors was considered.

Point 2 was accepted.

Point 3 was accepted with "desk" changed to "center." It was agreed that the center might be attached to the Clearing House (booth for information and consultation maintained by A.L.A. librarian) or separate booths set up adjoining it. Each committee will be responsible for scheduling its consultants. Placards will announce hours. It was thought that the best hours for consultation would probably be 12:30 - 2:00 P.M. and 4:30 - 6:00 P.M.

Point 4 was considered desirable, but conflict with general sessions and the number of equipment meetings does not permit same hour each day. Open meetings were scheduled as follows:

Equipment and Appliances: Monday and Friday afternoons and
 Wednesday morning

Audio-Visual: Tuesday evening and Thursday afternoon

Photographic Reproduction: Tuesday afternoon

Point 5 was accepted. It was agreed that a program for each meeting also be distributed (in the meeting room) and that the names of exhibitors whose equipment ties in with the particular meeting be listed thereon. Each committee chairman will supply copy for his meetings and will check with exhibitors, especially small companies, to make sure equipment does tie in and that there are no omissions.

X-2673
#145

Buffalo Conference Will Be Held

The A.L.A. Annual Conference will be held as scheduled June 16-22, but it will be smaller than was expected because of limited hotel facilities.

For the past few weeks the question of canceling because of a room shortage has been seriously considered. More than 100 program-makers participated in the consideration. There was a slight majority for holding the Conference. These facts were reported to the Executive Board which expressed its opinion for holding by 10 to 2 and authorized President Ulveling (just returned from Europe), President Elect Rothrock and Vice President Greenaway to make the final decision. That decision is unanimous, and for holding the Conference.

Alexander Galt, Librarian Buffalo Public Library and Chairman of the Local Committee, warned A.L.A. officers of the housing shortage in Buffalo (as elsewhere) in December. The President, Executive Secretary and Mr. Fontaine of Headquarters visited Buffalo in January and were assured by the Convention Bureau that adequate facilities would be available for a conference of four thousand or more. When Miss Beatty and Mr. Fontaine visited Buffalo in April they were told that the number of advance reservations would have to be limited to about 1800. (On May 7 the director of the Convention Bureau told Mr. Ulveling he hoped that figure could be raised to 2500.) The hotels are full every night, they have prospects for heavy business in June, and some of them are not willing to make the large number of advance reservations for A.L.A. delegates which the Convention Bureau had counted on. That is what led to the consideration of canceling.

The disadvantages of going on under the circumstances were balanced against those of canceling so late in the year, and the conclusion was that more people would be disappointed and inconvenienced by calling off the Conference than by going on with it. It is recognized that some people who wish to attend may not be able to find rooms, that some will have to put up with less desirable accommodations than those to which they are accustomed. It is hoped that all members will remember: "Don't shoot the pianist; he's doing the best he can."

The Buffalo Convention Bureau is sending out reports on room assignments this month. If you used the suggested form (A.L.A. Bulletin, March 1946, p. 103), you should hear soon.

X-2613, A5
#146

COLLEGE AND UNIVERSITY LIBRARY BUILDING PLANNING AIDS

A Selected Reading List

COLLEGE AAND UNIVERSITY LIBRARY BUILDINGS. E. R. Hanley. 152p. Chicago, A.L.A., 1939. \$4.00.

--Photographs, floor section plans or elevation drawing, comparative cost and size data and critical comment for 42 buildings. Covers essentials in planning.

THE COLLEGE LIBRARY BUILDING. In College and University Libraries and Librarianship (Chicago, A.L.A., 1946, \$2.50) p.126-37.

--Discusses fundamental principles and building trends.

THE COLLEGE LIBRARY BUILDING, ITS PLANNING AND EQUIPMENT. J. T. Gerould. 116p. Chicago, A.L.A., 1932. \$2.00.

--Basic principles and standards. This is old but still useful.

THE LIBRARY BUILDING AND EQUIPMENT. G. R. Lyle. In his The Administration of the College Library (New York, H. W. Wilson, 1944, \$4.50) p.534-67.

PHYSICAL PLANT. W. M. Randall and F. L. Goodrich. In their Principles of College Library Administration (Chicago, A.L.A., 1941, \$2.50) p.168-94.

THE AMERICAN PUBLIC LIBRARY BUILDING. J. L. Wheeler and A. M. Githens. 484p. New York, Scribner, 1941 (Out-of-print, 1946)

--Though this book was prepared particularly for the public library planner, it contains many details useful in planning any type of library. The state library extension agencies in many states will have this available for loan.

General Periodical Articles

Note: Back files of Library Journal include illustrated articles describing some of the more recent library buildings. These (and articles in other magazines) are indexed in Readers' Guide to Periodical Literature and in Education Index under the heading "Library Architecture." The articles listed below are of a general rather than a specific nature.

Essentials of a University Library Building. I, F. K. Walter; II, M. L. Raney; Discussion (of papers by Walter and Raney) R. E. Ellsworth. College and Research Libraries 1:40-56, December 1939.

Let's Use the Division Arrangement in the New College Library. Lucille Childers. Library Journal 69:1082-3, December 1, 1944.

Planning a University Library. R. E. Ellsworth. In The American School and University, 1944, p.97-9.

Postwar Library Buildings. J. E. Burchard. College and Research Libraries 7:116-26, April 1946.

Postwar Plans for a University Library Building. C. W. David. College and Research Libraries 6:112-18, March 1945.

Recent Trends in Small College Library Buildings. E. R. Hanley. Library Journal 70:1164-8, December 15, 1945.

Headquarters Library
American Library Association
May 1, 1946
JN 12768

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#147

PUBLIC LIBRARY BUILDING PLANNING AIDS

A Selected Reading List

THE AMERICAN PUBLIC LIBRARY BUILDING: its planning and design with special reference to its administration and service. J. L. Wheeler and A. M. Githens. 484p. New York, Scribner, 1941 (Out-of-print, 1946)

--This is the largest and most detailed of the library planning books. It presents the joint experience of a librarian and an architect, and is comprehensive and authoritative. Contains more than 500 diagrams and illustrations. The state library extension agencies in many states will have this volume available for loan.

PLANNING AND EQUIPMENT OF CHILDREN'S LIBRARIES. E. L. Power. In her Work with Children in Public Libraries (Chicago, A.L.A., 1943, \$3.00) p.130-52.

--Discusses objectives and planning both of children's rooms and of separate children's buildings.

POINTERS FOR PUBLIC LIBRARY BUILDING PLANNERS. R. J. Schunk. 67p. Chicago, A.L.A., 1945. \$1.25.

--Simple concrete advice for librarians, committees, and boards newly faced with building problems. No plans or photographs: this book serves as a useful introduction to the books containing actual plans. Includes many helpful suggestions and an appendix of reference data.

POST-WAR STANDARDS FOR PUBLIC LIBRARIES. A.L.A. Committee on Post-War Planning. 92p. Chicago, A.L.A., 1943. \$1.50.

--A basic tool for planning. Chapters cover public library objectives, standards of service, size and area, standards of finance, of buildings, of book collection, and standards of personnel and technical processes.

SMALL PUBLIC LIBRARY BUILDINGS. A.L.A. Committee on Library Architecture and Building Planning, John A. Lowe, Chairman. 48p. Chicago, A.L.A., 1939. \$1.50.

--Discusses procedure for building committee, relations between librarian, committee, architect. Illustrations of exteriors, floor plans, some interiors of 24 buildings, 17 erected 1935-37, with critical comment. Costs, size, book capacity.

General Periodical Articles

Note: Back files of Library Journal include illustrated articles describing some of the more recent library buildings. These (and articles in other magazines) are indexed in Readers' Guide to Periodical Literature and in Education Index under the heading "Library architecture." The articles listed below are of a general rather than a specific nature.

Modern Library Building Trends. R. J. Schunk. Library Journal 70:1157-9, December 15, 1945.

New Possibilities in Library Planning. A. S. Macdonald. Library Journal 70:1169-74, December 15, 1945.

Planning for Post-War Library Building. J. L. Wheeler. A.L.A. Bulletin 36:179-91, March 1942.

A Primer of Library Planning. D. K. Campbell and F. G. Clinton. Wilson Library Bulletin 20:343-59, January 1946.

Headquarters Library
American Library Association
May 1, 1946

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#148

A.L.A. Library
Extension Board
November 1946

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X-2 673
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STATE AID FOR PUBLIC LIBRARIES

Alabama, 1943 -

\$64,000 allocated to state aid for 1945-47 (\$54,720 in 1943-45) out of a total appropriation for the state agency of \$100,000; plus a conditional appropriation of \$40,000 (depending on the condition of the Treasury) all of which will be allocated to state aid. Distributed to county and city public libraries, for books and personnel, under standards set by the Public Library Service Division.

Arkansas, 1937 -

\$170,000 appropriated for 1945-47 for state aid and for operation of the State Library Commission (\$120,000 for 1943-45). Of this, \$118,560 is for establishment and continuing aid to county and regional libraries, for books and personnel, under standards set by the Library Commission for local support, personnel and service.

Connecticut, 1893 -

\$34,000 appropriated for 1945-47 (almost the same as preceding biennium) for establishment and annual aid in books for very small libraries.

Delaware,

\$5700 for state aid for books for small libraries.

Georgia, 1944 -

\$150,000 included in budget of Department of Education for 1946-47 (increase of \$50,000) for state aid for rural public library service.

Hawaii, 1921 -

The territorial legislature meets the entire operating expense for the four county libraries which serve all the territory, though the counties cooperate by providing quarters. \$562,481 appropriated for the biennium 1943-45.

Illinois, 1945 -

\$300,000 appropriated for 1945-47 to the State Library for a series of demonstrations of rural library service in large areas, called districts.

Louisiana, 1938 -

\$350,000 appropriated for 1946-48, one-half for parish demonstrations (\$87,500 a year) under the sponsorship of the Louisiana State Library. The balance for the headquarters library for regular State Library Activities. This is an increase of \$50,000 over the previous biennium.

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

DEC 3-1946

November 20, 1946

Copy

To the members of the Executive Board

Personnel ads in the Bulletin have proved to be a popular feature and of increasing use to the profession. However, the Post Office Department has called our attention to the fact that placing these ads in the Bulletin violates the regulations pertaining to its entry as second-class matter.

Miss Beatty has had correspondence with the Chicago postmaster and indirectly with the third assistant postmaster general, and has worked out with them a means of retaining the ads in the Bulletin and at the same time satisfying the postal regulations concerning second-class mail.

The basis of the objection is that these ads are in the interest of other persons than the American Library Association - the individual libraries or librarians, in this case, having an entity distinct from the American Library Association. The Post Office Department has ruled that if the A.L.A. can show that a portion of each member's dues is allocated as a subscription to the Bulletin, the requirements of their regulations will have been met.

Therefore, they suggest the adoption of the following resolution:

RESOLVED, That a copy of each issue of the A.L.A. Bulletin shall be sent to each member of the American Library Association, and that of each member's annual dues of \$2 or more, \$1.50 shall be paid for a year's subscription to the A.L.A. Bulletin.

(A form for your vote is enclosed.)

Presumably, the Board can decide

- 1) to withdraw the personnel ads from the Bulletin;
- 2) to adopt the required resolution;
- 3) to give up second-class mail privileges for the Bulletin.

The resolution can, of course, be changed whenever conditions change to warrant it. The amount of \$1.50 appearing in the resolution represents the approximate cost of publishing and distributing the Bulletin to the members. It is based upon a cost of \$19,860 for editing, printing

X-2673.A5
#150



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

November 19, 1946

To: Instructors of Reference, Accredited Library Schools
Heads of Reference Departments, Public and University
Libraries

The Subscription Books Committee plans to hold an open meeting on Saturday morning December 28 during the A.L.A. Midwinter Meeting at the Drake Hotel in Chicago. Standards for the preparation and evaluation of reference works will be discussed and publishers and librarians are invited to attend.

The Committee wishes to append to the docket for the meeting a list of criteria generally accepted by librarians for evaluating reference works. With this in mind we are asking you to comment on the enclosed outline and to add any other points which should be discussed.

You and members of your faculty or staff who plan to be in Chicago for Midwinter are cordially invited to come to the meeting and to participate in the discussion. The Committee hopes that an exchange of ideas between publishers and librarians will promote an increased understanding of the aims of each group in maintaining high standards for reference works.

We will appreciate your sending your comments to Eleanor M. Peterson, Assistant to the Chief, Publishing Department, A.L.A. Headquarters by about December 6.

Sincerely yours,

Helen M. Focke

Helen M. Focke
Chairman,
Subscription Books Committee

X-2673.1
#151

(Mailed with letter #2)

AMERICAN LIBRARY ASSOCIATION
SIXTY-FIFTH ANNUAL CONFERENCE EXHIBIT

BUFFALO MEMORIAL AUDITORIUM - BUFFALO, NEW YORK
SUNDAY, JUNE 16 to SATURDAY, JUNE 22, 1946

Estimated Attendance: 4,000-6,000

The Buffalo Memorial Auditorium will be Conference Headquarters. It will house registration, A.L.A. offices, exhibits, general sessions, many other sessions ranging in attendance up to 1800, ticket sales, local information, and other conference services.

E X H I B I T S

Exhibits will be located in the Auditorium on the floor beneath the main arena where general sessions will be held. There are three meeting rooms (seating 600-700-1500) on the exhibit level. Registration, A.L.A. offices, and other conference services will be on the same floor as the exhibits.

- Equipment -

Booths will be provided by the Association. Back walls will be about 7 feet high with low rail partitions between booths. Complete description including color scheme will be provided those who rent space.

A sign will be furnished for each booth, and will show the name of the firm, the city in which the firm is located, and the booth number. If special lettering or designs are required, additional charges will be made.

The names of the exhibitors and the numbers of their booths will be printed in the "A.L.A. Conference Program."

- Regulations -

OPENING: The exhibit opens officially at 2:00 P.M., Sunday, June 16, when advance registration starts. Exhibits may be installed after 9:00 A.M., Saturday, June 15. In order that the noise and confusion which accompany the unpacking and removing of boxes and crates may be over before registration begins, all exhibits must be in place by 1:00 P.M., Sunday, June 16. Setting up displays after this time will not be permitted.

DISMANTLING: The official closing time for exhibits will depend on the Conference Program. If a sufficient number of important meetings are scheduled for Saturday, June 22, exhibits will officially close at 10:00 A.M. that day; if only a few small meetings are scheduled, exhibitors will be allowed to close at 8:30 P.M., Friday, June 21. Announcement will be sent to exhibitors in advance of the Conference. No exhibits will be dismantled

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#152

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

March 12, 1946

To Members of the
Editorial Committee:

Mr. Milam has suggested on several occasions the desirability of informal letters to various committees and boards with which Headquarters staff members work closely. The Bi-Monthly Report which I send to the Editorial Committee is about all I have found time for.

For a special meeting at Headquarters last week I prepared a memorandum of the material which went over my desk for a ten day period. This may prove interesting to you. You will find a copy enclosed.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'E. O. Fontaine'.

Everett O. Fontaine
Chief, Publishing Department

EOF:MF

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X-2673.45
#153

(Mailed with letter of March 22, 1946 to College Librarians and Library School Directors)

PLANNING A NEW BUILDING?

POINTERS FOR PUBLIC LIBRARY BUILDING PLANNERS

Despite the book's title, much of the structural, equipment, and miscellaneous information, and basic reference data will be useful to college and university libraries in planning new buildings and in remodeling. Typical details on which specific information is given include bin rooms, carrels, display windows, microfilm laboratory, atlas cases, charging machines, visible indexes, intercommunicating devices. By Russell J. Schunk. 1945. 80p. \$1.25.

COLLEGE AND UNIVERSITY LIBRARY BUILDINGS

Pictures, floor and section plans of 42 buildings. 24 cost from \$60,000 to \$300,000; 11 from \$300,000 to \$600,000; 7 over \$600,000. Gives planning essentials, with 24 selected references. Chart shows comparative cost and size data, enrollment, capacity of reading rooms, carrels, stacks. Bibliography. By E. R. Hanley. 1939. 152p. Boards, \$4.50.

THE COLLEGE LIBRARY BUILDING Its Planning and Equipment

Answers questions on size, relations of site to other campus buildings, factors influencing plan fundamentals, dimensioning and placing of rooms and service - desks, lighting, heating, ventilating, etc. A standard work by James T. Gerould based on a study financed by the Carnegie Corporation. Originally published by Scribner. 1932. 130p. Cloth, \$2.

FLOORS AND FLOOR COVERINGS

Informative handbook discussing materials and the laying and maintenance of 12 types of floors: asphalt (tile and flooring), concrete, cork (carpet and tile), gypsum, linoleum, magnesite, marble, rubber, slate, terrazzo, tile, wood. By Cornelia D. Plaister. 1939. 76p. 75¢.

American Library Association 520 No. Michigan Ave. Chicago 11, Illinois

X-2 673
A5



AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO 11

March 27, 1946

To the Members of the Executive Board:

Attached is a letter from Miss Briggs, President of the Division of Libraries for Children and Young People, regarding the appointment of a joint committee of the Catholic Library Association and the A.L.A.

May we have your approval of the creation of such a joint committee? As this is in the field of the Division of Libraries for Children and Young People nominations for the membership of the Committee should probably come from that group.

A form for your vote is enclosed.

Cordially yours,

Carl H. Milam
Carl H. Milam
Executive Secretary

hs
Enclosure
JN 12694
A

X-2673-A5
#155

PROGRAM

PUBLIC LIBRARIES DIVISION

Carl Vitz, President

LIBRARY SERVICE TO BUSINESS

Sunday, December 29, 8:00 P.M.
Grand Ballroom - Drake Hotel,
East Lake Shore Dr., Chicago, Illinois

Presiding: Rex McMorris, Executive Vice President,
U.S. Junior Chamber of Commerce, Chicago, Illinois

Achievements, Perspectives, Objectives -- Ruth W. Gregory,
Public Library, Waukegan, Illinois

A Case History: Decatur -- Muriel E. Perry, Public Library,
Decatur, Illinois

Business Looks at the Public Library -- Howard L. Volgenau,
Director of Information, Committee for Economic
Development, New York, N.Y.

- DISCUSSION -

LIBRARY SERVICE TO BUSINESS; ITS PLACE
IN THE SMALL CITY. BY MARIAN C. MANLEY

Library Service to Business covers: The contribution even a modest business service can make to the community; library adjustments in setting up such a service; types of business information, how and by whom used; where it is found; interpreting the service to the community. 20-page bibliography, Building a Business Library Collection, serves as a purchasing guide for the small library.

A first reader for those who have had little or no contact with business service. A stimulating review for those already active in the field.

80 Pages

1946

\$1.25

X-Z673.A5
#156

Tentative Docket

A.L.A. Executive Board Meetings

Parlor C., The Drake, December 1946

Friday, December 27, 10:00 a.m.

" " " 8:00 p.m.

Saturday, " 28, 10:00 a.m.

Monday, " 30, 2:30 p.m.

A.

1. A.L.A. Activities Committee - Mr. Greenaway
2. Committee on Relations of Divisions to the A.L.A. - Mr. Greenaway
3. Office of A.C.R.L. Executive Secretary

A.C.R.L. has decided to establish their Executive Secretary at A.L.A. Headquarters. Mr. Dooley will report on the physical arrangements being made, and Mr. McDiarmid on the search for a secretary.

4. Library of Congress - Mr. Metcalf's report

A tentative draft of the report has been mailed to the Board Members.

5. Consultant on Children's Literature in the Library of Congress

This proposal was made some time ago and has been the subject of a good deal of discussion between A.L.A. committees, Library Service Division and the joint committee representing the Association of Childhood Education and the American Association of University Women. The functions have been so defined that they do not conflict with the functions of the children's specialist in the Library Service Division. The committee has formed the opinion that the consultant could be established more quickly by getting a private grant than by waiting for congressional appropriation. They are therefore approaching the A.L.A. for its endorsement as an aid to getting this private grant.

B. National Relations

1. Library Demonstration Bill

The Library Demonstration Bill will be introduced in the Senate by Senators Aiken and Hill; negotiations are under way to have it introduced in the House by a Republican member of the House Education and Labor Committee. The chances for passage cannot be considered more than fair. However, with hard work by the profession, we should be able to get the Bill through this spring or summer.

A-4018.75
#157

For A.L.A. Council Meeting
Dec. 27, 28, 29, 1946
The Drake, Chicago

X-2 613

A5

16 November 1946

REPORT OF COMMITTEE ON COUNCIL PRACTICE AND PROCEDURE

In the report of the Committee on A.L.A. Relationships presented at the Council meeting in December 1945, certain recommendations were made regarding Council organization and procedure, and a Committee of Council was appointed to review these recommendations. The report of this committee is here given after the statement of each of the original recommendations.

(a) Organizing for Council action, with the President of the Association as chairman but with a vice chairman elected by the Council from its members and primarily responsible for the program for the Council meetings.

Recommendation:

The Committee recommends the election of a vice-chairman from Council to work with the President on programs for Council although the extent of the new program material which could be included would necessarily be limited. According to the A.L.A. Constitution the Council is the legislative body of the Association and is charged with the determination of policy. The Council must consider and discuss such questions of professional and public interest as are referred to it by the Association, its committees or boards, and it is bound to act upon all reports and recommendations made by committees of the Association.

(b) Placing greater emphasis on the Council as an elective deliberative body by limiting attendance at meetings to Council members and to committee chairmen and members invited to be present for special purposes.

Recommendation:

We believe that it would be a great mistake to limit the attendance at Council meetings. Rather we would urge members of the A.L.A. to attend Council meetings so that they may be informed about the work of the Association. We believe, however, that discussion of matters before Council should usually be limited to Council members. Since the consistent policy of the Association should facilitate and encourage membership participation, the Council may on request permit discussion by non-members.

Please bring this with you to the Council meeting as additional copies will not be distributed because of paper shortage.

X-2613.45
#158

MINUTES OF

A.L.A. AUDIO-VISUAL COMMITTEE MEETING

Statler Hotel, Buffalo, N.Y., June 16, 1946

Present: R. Russell Munn, chairman, presiding; Donald W. Kohlstedt, H. Dorothy Tilly, Edward N. Waters, and Mildred L. Batchelder, secretary. Hoyt Galvin, Charlotte, (N.C.) Public Library met with committee throughout the day. Orville Goldner, International Film Associates, Inc. and Harold Brigham, chairman of the A.L.A. Public Library Film Project Committee attended the afternoon session of the committee. Rae Kelly and David Wilder of the A.L.A. International Relations Board Office in Washington and Paul Howard of the A.L.A. National Relations Office in Washington attended parts of the evening session.

Three sessions of the Audio-Visual Committee meetings were held on the Sunday beginning the Buffalo A.L.A. annual conference.

The minutes of the committee meetings on December 27 and 28, 1945 were approved as sent to the committee in mimeographed form.

Policy on library inclusion and use of commercially sponsored films. The committee recognized the need for attention to this subject. It agreed that criteria for selection of films of this type should be set up and given publicity. The "Suggested Policy With Regard to Sponsored Audio-Visual Materials Offered for School Use" prepared by a group of 23 people working in the audio visual field at Detroit April 4-6, 1946 was noted as an effort by the school group to formulate a statement of policy.

It was agreed that the chairman should appoint a sub-committee to work out a statement of criteria or a policy statement on library inclusion and use of commercially sponsored films.

Public Library Film Project. The chairman reported the meeting in New York of the A.L.A. Public Library Film Project Committee (Harold Brigham, chairman, Aubry Lee Graham, and R. R. Munn) with Orville Goldner to consider current prospects for the project reported in December 1945. The source of funds which gave promise in December proved not to be interested. It was agreed that effort be made to go ahead with the project on a considerably reduced scale if a means to support a smaller project could be found.

Graham article. "Is there a Film on...?" the article by Mrs. Graham which appeared in Film News November 1945 and was later carried in Scholastic and in other magazines was sent to senators and representatives on the Joint Committee on the Library of Congress. It was reported from members of the Library of Congress staff that this article was very important in enlisting the interest of the committee members in the Library of Congress motion picture project.

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THE LIBRARY OF
CONGRESS
SERIAL RECORD
DEC 13 1946

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AMERICAN LIBRARY ASSOCIATION

COMMITTEES AND BOARDS, 1946-1947

Organization and Duties

The following groups are committees, except as otherwise indicated.

Names of standing committees and boards are preceded by an asterisk (*).

Members of boards are appointed for five-year terms; members of standing committees for two-year terms; members of special committees for a one-year term. The year following the name of the member indicates year of expiration of term. The committee year ends August 31 for all committees with the exception of the Subscription Books Committee for which the year ends September 30.

dd
November 22, 1946
JN 13114

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#160

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A2
AMERICAN LIBRARY ASSOCIATION
EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

December 2, 1946

To the Secretaries of State, Provincial
and Regional Library Associations

Will you please let us know the date and place
of your next annual meeting using the blank
which we have provided below for this purpose.

If you have not yet decided the time and place
of your meeting, I hope you will notify us as
soon as a decision is reached.

May we hear from you at an early date.

Cordially yours

Carl H. Milan

Carl H. Milan
Executive Secretary

mlh
cc to the President
JN 13126

A

Name of Association _____

Place of annual meeting _____

Hotel _____

Date _____

Secretary

X-2673.A5
#161

December 2, 1946

TO MEMBERS OF A.L.A. HEADQUARTERS STAFF:

As you know we are planning to publish, under the editorship of Emily Miller Danton, a number of omnibus volumes in the American Library Pioneers Series. At the request of Mrs. Danton we are making a list of people who knew the pioneers well enough (personally or by reputation) to be able to suggest names of those who should be included in the volumes. At this time, therefore, we would like to have the names of people who know which pioneers should be treated and who can make suggestions of possible authors for the sketches.

The attached list is by no means complete. You may know of others who should be consulted, including younger people in the profession who could be of help. Any names you can suggest will be appreciated. If you know the addresses of persons you recommend, please give us that information. Would you be inclined to delete any names from the attached list?

Yours sincerely,

Alice Dunlap

Alice Dunlap
Assistant to the Chief
Publishing Department

JN 13116

A

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#162

X-2 013
A2



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

DEC 13 1946

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CARL MILAM'S UNESCO LETTER

Number Three

Paris, November 24, 1946

The joke is on me. I thought I could send you frequent letters. I can't, for two reasons. One is that the daily schedule is too strenuous. Plenary sessions and delegation meetings are practically continuous. Nights and early mornings are spent trying to get through mountains of paper which come from the Secretariat and our own outfit; with occasional half-hours devoted to the writing one has to do. Another reason is that up to now we have had plenary sessions largely devoted to oratory and delegation meetings that are confidential.

The opening session was a picturesque affair at the Sorbonne, addresses by the Rector of the University, the Minister of Education and the Provisional President of France; and by Mr. Hardman, acting as Provisional President of UNESCO in the absence of Miss Wilkinson who is unable to attend.

Perhaps the schedule of one adviser will give you a fair picture.

I am writing this on Sunday night at 10. This time last night I was going over line by line the recommendations I have prepared for the Library sub-committee of the Program Committee with Miss Gill, an adviser to the Canadian delegation, and Mr. Lord, who is here at the invitation of the provisional General Director, Mr. Huxley and as representative of the American Book Center.

This morning I went over the document with another member of the Libraries and Museums Committee from the United States, Charles R. Morey, now United States Cultural Relations Officer in Rome - to consider how many of my proposals would be equally acceptable to museums with the right words written in.

By the time I finished the rewriting made necessary by the criticisms of last night, it was nearly two and I went to lunch. Shop talk over coffee with Bowles, Milton Eisenhower, George Shuster and a Mr. Howe delayed our return until time for the afternoon session of our delegation.

As reporter for that session, I had to come back and dictate my report after dinner with Mrs. Wanamaker, Msgr. Hochwaldt, George Stoddard, Ken Holland, and President Johnson of Fiske.

And now there is nothing to do except to read proof on my dictation and get to a delegation meeting at 8:45, which is to be followed by a Program Committee meeting at 10 or 10:30.

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#153

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

THE LIBRARY OF
CONGRESS
SERIAL RECORD

DEC 13 1946

December 4, 1946

Copy _____

To A.L.A. Councilors

Mr. Milam has been appointed an adviser to the U. S. delegation to UNESCO. He sailed for Paris aboard the Acquitania on November 7. In addition to his duties in Paris, he also attended a meeting of the International Library Committee in Geneva. He is expected to return in mid-December.

During Mr. Milam's absence, Paul Howard is serving as Acting Executive Secretary, spending part of each week in Chicago and part in Washington. The added cost is taken out of general A.L.A. funds rather than from the Library Development Fund.

Council meeting. See the enclosed letter about the Midwinter meeting of the Council.

A general session on Atomic Energy will be held during the Midwinter Conference. As we hope all in attendance at the Conference will be present, no other meetings are being scheduled in conflict with it. Dean Cyril O. Houle, University College, University of Chicago, will preside and there will be other important speakers on the subject. Newsreel shots of the atom bomb at Alamogordo, Hiroshima and Bikini will be shown.

Committee to Study Use of Endowment Funds. The following committee has been appointed and will report to the Council during the Midwinter Conference: Charles F. Gosnell, State Library, Albany, New York, chairman; Elizabeth D. Briggs and Benjamin Powell.

Committee on A.L.A. Income. Personnel of this Committee consists of Luther H. Evans, chairman; Flora B. Ludington, Carl Vitz and James J. Weadock, Jr. It will explore sources of income for activities endorsed by Executive Board and recommend methods of financing these and other activities and of increasing the Association's general income. It will welcome recommendations from other committees or members of the A.L.A.

Representation. President Rothrock and Milton E. Lord are the A.L.A. representatives to the Council of National Library Associations. In the absence of President Rothrock and Mr. Lord (who is in Europe), Miss Winslow and I served as representatives of the A.L.A. at the Council meeting on November 22, 1946.

The chief item of business was a revision of the Constitution of the Council, allowing it to operate projects as a Council. The revision was adopted with the understanding that the Council was not thereby obligated to establish an operating agency.

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#164



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: THE LIBRARY OF CONGRESS SERIAL RECORDS HURON STREET, CHICAGO 11

DEC 13 1946

December 4, 1946

Copy _____

To A.L.A. Councilors

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X-2 673
A5



General Considerations for the Physical Layout of a

Special Library

Madam Chairman, Ladies and Gentlemen:

In accepting the kind invitation of Miss Evans to discuss the physical layout of the special library I did so not with any belief in a superior knowledge of the subject, many of you are much more qualified than I, but with the thought that my recent experiences in planning might prove helpful to some of you.

As professional librarians the prospect of planning a library layout, new or enlarged, is as exciting as the construction of a new house would be to any of us, and such planning should be approached just as deliberately and carefully.

Before any active planning is begun it is advisable to assess the aims of the library involved, namely, what do you want your library to do, where are you trying to go, what departments and personnel do you anticipate serving? Answers to these questions will provide a good foundation for actual layout planning since one can then anticipate quite accurately the following necessary data:

1. Reading area facilities required.
2. Necessary book, periodical and report capacity.
3. Space requirements for the staff, both work and service areas.
4. Equipment space needs, such as:
 - a. microfilm readers
 - b. duplicators
 - c. projectors
 - d. special equipment

It is well to emphasize here that contrary to the usual public library procedure of having three or more interested parties working together, generally the library board, librarian, and architect, the librarian planning the special library is, in most cases, entirely on his own. Although this practice allows more freedom for the special librarian it also places greater responsibility on him and the necessity for extremely cautious, accurate planning.

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#16C

To publicity managers of State Federal Relations Committee (for action)
From Olga M. Peterson, A.L.A. Public Relations Office (Chicago)

(This letter is sent to all members of the Federal Relations Committees for information. Where publicity managers have not been appointed, will another committee member please follow through?)

ENCLOSURES This time we are sending you: (1) Questions and answers on the demonstration bill, which can be used in answering the hard ones. We tried to imagine the toughest curmudgeon we're likely to meet, and return the rock each time he threw it. If you have met with objections not covered, please let us know. (2) A four minute radio talk adapted from one prepared for Missouri by Dorothea Hyle.

ENDORSE- Paul Howard reports the following groups will work for the Bill:
MENTS the National Council of Jewish Women, the Association for Childhood Education, the American Association of University Women and the National Education Association. The National Congress of Parents and Teachers is now putting endorsement "through channels". We have talked with Chicago representatives of the National Council of Catholic Men and the National Council of Catholic Women, and have been told that Catholic opposition to federal aid to education would probably not apply to the demonstration bill, because of existing safeguards against federal control.

Many states have succeeded in getting promise of endorsement and support from their state organizations and their congressmen. In Illinois, Secretary of State Edward Barrett, who is also state librarian, sent wires asking support, to all state congressional representatives. In South Carolina, the governor released a statement to the press endorsing the bill.

Incidentally, Helene Rogers of Illinois suggests that committees should urge individuals and organizations to write to their congressmen for copies of the bill, especially when groups want quantities. This is tactically smart because it shows congressmen that their constituents are taking an active interest.

STATE Georgia. Committee sent a letter to all librarians giving status
ACTION of the bill, urging that each get several influential people to write to the Education Committee of the House and Senate asking for a favorable vote. A copy of the letter sent by the state library association president to Senator Russell was enclosed as a sample.

Connecticut has sent a similar "special action bulletin" to librarians of the state.

Kansas publicity manager sent a release to Kansas papers with copies to local librarians asking them to follow up with the editor, talk to library patrons about the bill, and tell them why Kansas needs help. It was suggested that libraries furnish stationery so that letters from patrons approving the bill could be written right then and there. Enclosed were names of state congressmen and members of the Education Committees, as well as the proper manner of address.

(MORE)

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#11C

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

Carl Milam's UNESCO Letter

Number 2

Halifax, November 9, 1946

Faith in the Department of State was justified. Passport and ticket were delivered to me before the Aquitania sailed.

Mrs. White learned last Wednesday that the ship is operating as a troop ship. Before coming aboard I signed a paper stating I had been informed that accommodations are not what they used to be. They aren't. I'm in a cabin with five double deck bunks, and, so far, only five occupants. But the report is we are taking on 600 additional passengers here. The food is good and more than ample.

Our schedule is slow. Leaving New York at two Thursday, we arrived here Friday night. We stay here two days, loading passengers and Christmas packages, and are due to sail Sunday evening. On arrival at Southampton on the 16th, we go to London and eventually to Paris.

I think Miss Margaret S. Gill, National Research Council Library, may sail with us tomorrow, and I hope to see a few British librarians in London.

There has been a lack of concreteness in what has been written about UNESCO. Naturally, for no one knows precisely what the new Organization will do. In order to begin to comprehend what UNESCO might do, I've reviewed several documents during the past two days. These documents fall into the following groups: Letters and memorandums on the subject prepared by American librarians; memorandums prepared by the Preparatory Commission; reports of the U. S. National Commission; memorandums and letters on specific subjects or from special points of view.

The library topics boil down to these:

- Barriers to free interchange of materials
- International bibliography
- Documentary reproduction
- Public libraries
- Education for librarianship
- Exchange of publications
- Rehabilitation of libraries
- Classification and cataloging
- Book production
- The UNESCO Library
- Exchange of librarians

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#168



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

CARL MILAM'S UNESCO LETTER

Number Four

Paris, December 1, 1946

The subcommittee on Libraries and Museums has finished its work. We had two days of discussion, some 11 or 12 hours. The officers were Mr. Cibulka of Czechoslovakia as chairman; myself as Vice-chairman, (which meant presiding for one hour); and M. Cain, director of the Bibliothèque Nationale, as rapporteur.

The work of the conference in this middle period is being done by committees and subcommittees as follows:

Program Committee and subcommittees on Education, Mass Media, Natural Sciences, Social Sciences and Humanities, Fine Arts, Libraries and Museums.

Administrative and Legal Committee with subcommittees on Administrative and Financial matters and on Legal and Internal Relations.

Relief and Rehabilitation Committee

Then there are a General Committee and committees on Credentials, .
Nominations and Procedures.

As an afterthought, there has been appointed a committee to coordinate the work of committees and their reports - if the United States members have their way. Brumbaugh, Laves, Johnson and I serve on this committee. Our hope is that we can draft one report on Program for consideration of the general Program Committee rather than transmit six or more separate reports as they come from the subcommittees.

The Library and Museums subcommittee had an attendance of 40 or 50 persons. Perhaps 1/6 were librarians and 1/6 museum specialists. The secretariat (Carter, Besterman, Zuckerman and Grace Morley) were on hand to explain the proposed program. Three or four translators were always on hand to repeat the remarks in French or English. The chairman used French, the Secretariat English, and the discussion was about 50 - 50.

Active United States participants were Mrs. Russell, Mr. Morley, Harvard Arnason and I.

It was agreed at the start that we would not try to consider every separate item in the proposals - there were at least 40 - but would rather try to set the objectives, state the limitations, and give general sailing orders. The procedure was like this:

A member of the staff would speak briefly on a proposal; there would be general discussion, including some objections and some new proposals; then the chairman would say "If there is no objection, this part of the program is approved." Only three or four actual votes were taken during the four sessions.

X-2673A
#169



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO, ILL. 60611

Carl Milam's UNESCO Letter

December 27, 1946

THE LIBRARY OF
CONGRESS
SERIAL RECORD
JAN 13 1947

About December 8 I wrote this Number Five letter, but it is still lost somewhere between the Hotel Crillon and Fifty East Huron Street.

In a brief introduction I probably explained that the Libraries and Museums report had been rather radically revised by the secretariat and rapporteur after the Committee meetings were over, that I protested vigorously on behalf of the United States delegation, that the final results (which follow) were reasonably satisfactory. You will find some repetitions and inconsistencies which can be explained by the pressure under which Mr. Carter and his associates worked.

A few amendments were added by the Program Commission at its plenary session. The third sentence in G4 is one of them. The others were to refer to the Executive Board G2 and N.

Report of Unesco Sub-Commission on Libraries and Museums as approved by the General Conference:

A. GENERAL AND DEFINITIONS

1. The Sub-Commission on Libraries and Museums, during the course of its meetings on 28 and 29 November, carefully studied and gave its general approval to the reports presented by the Preparatory Commission and the Secretariat. Detailed resolutions and contributions made during the course of the discussion are given in the report of the proceedings, to which the Secretariat should give due regard.
2. The Sub-Commission emphasises the fact that Unesco's libraries, museums and archives activities must principally and most urgently be directed towards tasks of rehabilitation; but requests that problems of a permanent nature be also dealt with immediately.
3. Unesco's activities in the fields of libraries and museums must be at the service of education, science and culture as a whole. The libraries, museums and archives program must therefore develop in close collaboration with the other departments of Unesco's work.
4. The Sub-Commission recognizes that the term "libraries" covers all collections of documents, manuscripts, printed books, photocopies and other educational materials, etc. and that the term "museums" applies to all collections of other objects, in the widest sense of the word, including natural objects.

B. COLLABORATION WITH SPECIALIZED INTERNATIONAL ORGANIZATIONS

1. The Sub-Commission recommends that, in accordance with Article II of its constitution, Unesco should establish formal relations in regard to certain specific and limited matters, with such specialized international

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#170



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

JAN 22 1947

CARL MILAM'S UNESCO LETTER

Number Six

December 31, 1946

This is the last in the series. I left Paris on December 10, spent several days in London, and returned on the S. S. America arriving in New York on December 22.

A major problem which loomed large toward the end of the UNESCO Conference was to get a report which would be unified and not just a collection of special reports from several committees and subcommittees. Anticipating this problem, our delegation had caused to be set up early in the conference a coordinating committee. The committee met nearly every day for a free lunch but accomplished very little. In the last three or four days, a drafting committee was appointed to do more or less what the coordinating committee should have done. Mr. MacLeish was made chairman; other members were John Grierson of the British delegation and M. Gilson of the French delegation.

Taking a rough draft which Dr. Stoddard and Mrs. Louise Wright had prepared in anticipation of this need (and to which all of us had been asked to contribute highlights from our own committee reports), Mr. MacLeish wrote under great pressure the final overall report for the program commission. It is entitled "Commentary upon the Proposed Program of UNESCO by the Chairman of the Drafting Committee of the Program Commission." Because of the time limitations, it was impossible for the three members of the Committee actually to work together. Mr. Grierson specifically asked that his name be associated with the report; M. Gilson preferred not to have his name attached.

The report recognized that the primary methods must be information service and stimulation with a limited amount of direct operation. Emphasis was placed on rehabilitation, fundamental education including adult education and reduction of illiteracy, revision of textbooks, study of the possibility of a world-wide radio network and the use of educational films and newspapers, removal of barriers to the free flow of information and materials across national boundaries, international interlibrary loans, development of public libraries and popular museums, international conferences in many fields, laboratory studies in certain areas, and studies of the tensions which might lead to war.

To this summary were attached the reports of the several sub-commissions and the whole document was approved by the Conference.

The last important matter coming before the conference was the budget. It produced a lively debate, with Great Britain advocating an increase from \$6,000,000 for 1947 which a committee had recommended, and the United States asking that the \$6,000,000 figure be retained. Mr. Benton won by a large majority. The actual figures are: For 1947, \$6,000,000. To repay the debts, \$950,000. Revolving fund, \$3,000,000. The United States is expected to appropriate about 40% of the total.

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AMERICAN LIBRARY ASSOCIATION
520 North Michigan Avenue, Chicago 11, Illinois

New address: 50 East Huron Street, Chicago 11, Illinois

November, 1946

Spot announcements for public libraries: Series XXX

(RETYPE THESE ON YOUR OWN LETTERHEAD WITH SUITABLE INSERTS. ONE TO A PAGE.)

ANNOUNCER: Buccaneers and buried gold, the stormy oaths of Long John Silver, and bloody battles between pirates and the ship's crew make up a tale of unequalled adventure! You, too, can follow Jim Hawkins, a thirteen year old boy, through thrill packed moments in Robert Louis Stevenson's Treasure Island, a book which boys (and girls as well) have loved through generations.

 You'll find this and many more stories at your public library. Check up on them soon!!

ANNOUNCER: Here's a wierdsome threesome to delight boys and girls of all ages -- a simple-hearted mole, who's far away from home but having a good time; a stay-at-home water rat, and a wealthy, boastful toad with a passion for motor cars! You'll laugh heartily if you borrow Kenneth Graham's Wind in the Willows from the public library. It's a book you'll love to read over and over.

 Ask your librarian to suggest other books for merry moments.

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#172

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A5

Mailed to: 68 Library Extension Agencies
51 State Lib. & Lib. Assn. Bulletins
32 Local Lib. Bulletins
109 School Lib. Supervisors
202 State & U.S. Depts. of Education
232 Education Periodicals
694 Total

American Library Association
50 East Huron Street
Chicago 11, Illinois

November 8, 1946

FOR IMMEDIATE RELEASE

School teachers and school librarians, seeking material to supplement their visual resources, will find a selective aid to visual materials in a special October, 1946 issue of Subscription Books Bulletin, a quarterly publication of the American Library Association. Devoted to the library's picture collection, this special issue stresses flat pictures and charts, available to some degree even to the smallest schools and libraries.

Twenty-six specific chart, poster, and picture series are evaluated and an up-to-date list of 53 other sources offering worthwhile material is supplied. Among them are many travel agencies and industrial firms which prepare free or inexpensive posters and charts for advertising purposes.

This special issue of Subscription Books Bulletin is the fourth of a series. The first treated pamphlet material (October 1942), the second, vocational material (January and April, 1944), and the third, maps, map services, and map series (October 1945).

Subscription Books Bulletin, a quarterly, has since 1930, evaluated subscription books, encyclopedias, and other reference-type books for librarians, teachers and other book-buyers.

Subscription Books Bulletin, October 1946. Chicago, American Library Assn.
Single copy, 50¢; 10 or more, 40¢ each.

X-2673.A5
#173

American Library Association

TRUSTEES DIVISION

Minutes of the meeting of the Executive Committee

June 19, 1946

The Executive Committee of the A.L.A. Trustees Division met in the Statler Hotel, Buffalo, New York, on the 19th day of June, 1946 in connection with the Sixty-fifth Annual Conference of the A.L.A. The meeting was called to order at 8:45 A.M. by Mrs. Samuel Mitchell, Chairman.

Present: Mrs. Samuel Mitchell, Chairman; Mr. Paul Benson, First Vice-Chairman; Mr. Edward J. A. Fahey, Second Vice-Chairman; Mr. Thomas J. Porro, and James J. Weadock, members of the Board of Directors; Mr. Andrew B. Lemke, A.L.A. Council Member and Mr. William E. Marcus. Other Members of the Division also participated in the meeting.

The minutes of the meeting of December 28, 1945, were not read as they had been mailed to Trustee members. Since no corrections had been reported, they were ordered approved.

The Report of the Treasurer was presented by Mr. Fahey and upon motion of Mr. Porro, seconded by Mr. Weadock the same was approved and ordered recorded by a unanimous vote.

It was moved and seconded and unanimously carried that the president be authorized to send a letter to the A.L.A. expressing the approval of the Division of the policy and method used in presenting citations at the June 18, 1946 Second General Session.

It was moved and seconded and unanimously carried that the president be authorized to advise the A.L.A. that Miss Southwick and Mr. Bradley be reappointed on the Jury on Citation of Trustees and that one of the following Trustees be selected to fill out the Board. The Trustees named being Miss Packard and Miss Quigley.

It was moved and seconded and unanimously carried that the president be authorized to send a letter to the Members of the Division requesting that names of Trustees be submitted to the Nominating Committee for Officers of the Division.

It was moved and seconded and unanimously carried that the Division accept with regrets the resignation of Miss Packard as an Officer of the Division.

The President with the approval of the Board appointed Mr. Marcus and Mr. Lemke as co-chairmen to plan a membership drive. Both members being present, they accepted the appointment and made some suggestions on procedure.

TO THE PRESIDENT AND MEMBERS OF THE BOARD OF TRUSTEES
IRVINGTON FREE PUBLIC LIBRARY

I wish that I could bring to you the inspiration that developed in the meetings, the enthusiasm of the participants in the round tables and panel discussions, the friendliness of the offices of the American Library Association and the real spirit of welcome that was displayed in so many ways by the local library people and those responsible for the convention arrangements. Inadequate and meager as I know this report will be, I feel that I should endeavor to set down at least the messages of the speakers that impressed me and the findings of the committee that might interest you.

My first participation in the program was attending the New Members dinner in the Niagara Room of the Hotel Statler at 6:15 P.M. on Monday, June 17. This was a well-attended, informal gathering--there were well over 500--with no formal speeches. Miss Althea H. Warren, Public Library, Los Angeles was chairman, and President Ralph A. Ulveling, Public Library, Detroit was the toastmaster. Reports from the Regional Membership Committee Chairman were received and Mr. Carl Vitz and Mr. Keyes D. Metcalf who, with Miss Warren, were presidents of the Association when there were no annual conferences, were introduced. At my table there was representation from California, South Carolina, State of Washington, Washington, D. C. and New York, which gives an indication of the geographical coverage. Opportunity to meet those present was provided. It was a very nice social gathering - a real ice-breaker.

Theme: Gearing Libraries to a New Epoch.

The first general session opened at 8:30 P.M. on Monday in the Memorial Auditorium. Ralph A. Ulveling presided. Greetings from the Acting Mayor of Buffalo; introductions of presidents of national library associations and A.L.A. divisions; other officials and foreign representatives and messages from library associations introduced the program. President Ulveling delivered an excellent stimulating address in which he made an earnest plea for the detachment of emotions from intellect; a sympathetic understanding of all and Tolerance which he described as understanding. He declared State control of thought unsound and urged librarians to action, stating that "This is the time for greatness." Library service can be advanced in two ways, Mr. Ulveling said, (1) through Army or Military services - in camps, on ships, in hospitals, and (2) in cooperation with the State Department in promoting the establishment of American Information Libraries in key cities. The principal speaker was Mr. John Grierson, chairman international Film Associates, Washington, D. C. In a well prepared but somewhat lengthy paper, Mr. Grierson left much for librarians to contemplate, although he chided them for sometimes permitting themselves to retreat into a contemplative and cloistered existence. He asked for a more conscious realization of the new forces for enlightenment all about us and gave as example, the films, radio and other audiovisual aids.

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#175

American Library Association
50 East Huron Street
Chicago 11, Illinois

School and Children's
Library Office
October, 1946

STATE SCHOOL LIBRARY SUPERVISORS

Alabama: Fannie Schmitt, School Libraries Consultant, State Department of Education, Montgomery.

Connecticut: Rheta Clark, Supervisor of School Libraries, State Department of Education, Hartford.

Florida: Sara Krentzman, Consultant on School Libraries, Florida College for Women, Tallahassee.

Georgia: Sarah Jones, Assistant Director, Division of Textbook and Library Service, State Department of Education, Atlanta.

Illinois: Alma Lundeen, Field Visitor for School Libraries, State Library, Springfield.

Indiana: Esther V. Burrin, Director, School Libraries and Teaching Materials, State Education Department, Indianapolis.

Louisiana: Sue Hefley, Supervisor of School Libraries, State Department of Education, Baton Rouge.

Massachusetts: Sarah A. Beard, Consultant, School Libraries and Work with Children, Division of Public Libraries, State Department of Education, 200 Newbury Street, Boston 16.

Michigan: Louise Reese, School Library Consultant, State Library, Lansing.

Minnesota: Ruth M. Ersted, Supervisor of School Libraries, Library Division, State Department of Education, St. Paul.

Mississippi: Catherine Clark, School Library Consultant, State Department of Education, Jackson.

New York: Anna Clark Kennedy, Supervisor of School Libraries, State Education Department, Albany.

N. Carolina: Mrs. Mary Peacock Douglas, School Library Advisor, State Department of Public Instruction, Raleigh.

Oregon: Agnes Shields, School Library Specialist, Oregon State Library, Salem.

S. Carolina: Nancy Jane Day, Supervisor, School Library Division, State Department of Education, Columbia.

Tennessee: Martha M. Parks, Director, Division of Libraries, State Department of Education, Nashville.

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#17C

American Library Association
BOARD OF EDUCATION FOR LIBRARIANSHIP
50 East Huron Street
Chicago 11, Illinois

CERTIFICATION OF LIBRARIANS - A BRIEF SUMMARY

States which are not included in the summary do not as yet provide for the certification of librarians either by law or by a voluntary plan. In many of these states, however, committees of the state library associations are actively at work on plans to obtain legal certification.

Certification under state laws

Public librarians serving in municipal, county and regional libraries are required by law to hold certificates in sixteen states: Georgia (minimum population served, 5,000), Indiana, Kentucky (minimum population, 3,000), Louisiana (except Parish of Orleans and City of New Orleans), Maryland, Michigan, Montana, New Mexico, New York, North Carolina, Oklahoma (cities of first class only), South Carolina, Tennessee, Virginia (minimum population, 5,000), Washington (minimum population, 4,000) and Wisconsin (except Milwaukee). In six states the law applies only to county libraries: Arizona, Arkansas, California, Nebraska, Ohio and Texas.

In Connecticut an act of the state legislature, 1939, authorized the Connecticut Public Library Committee to grant certificates but at present these are issued on a voluntary basis. The State Library Commission of New Mexico was empowered by an act of legislature in 1941 to issue certificates but has not begun a program of certification. A similar situation holds in South Carolina and also in Tennessee where the State Board of Education is the certifying agency.

College and university librarians in institutions of higher education operated by or under the authority of the state are included in the public library certification laws of five states: Georgia, Kentucky, Tennessee, Virginia and Washington.

Voluntary certification

Librarians in twelve states are granted certificates by state library associations under a voluntary plan: California, Connecticut (under act of legislature, 1939), Illinois, Iowa, Massachusetts, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, Pennsylvania and South Dakota.

Certification by state departments of education

School librarians are required to hold certificates issued by state departments of education in the District of Columbia and thirty-one states: Alabama, California, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, South Carolina, Tennessee, Utah, Virginia, Washington, West Virginia and Wisconsin. In Oklahoma certificates are issued by the Oklahoma Library Commission.

Certification in Canada

Librarians in public libraries in British Columbia and Ontario are required by law to hold certificates.

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FINANCIAL STATEMENT

TRUSTEES DIVISION - AMERICAN LIBRARY ASSOCIATION

September 1, 1945 - August 31, 1946

BALANCE September 1, 1945 \$ 312.18

RECEIPTS

Allotments to Division from dues received by American Library Assn.	\$234.97	
Royalties from the sale of "THE LIBRARY TRUSTEE"	36.48	271.45
Total Balance and Receipts		583.63

DISBURSEMENTS

Supplies and Printing	5.03	
Contribution - Membership Campaign	100.00	
Membership Dues	10.00	115.03

BALANCE AUGUST 31, 1946 *\$ 468.60

E. J. A. Fahey
Treasurer, Trustees Division
American Library Association

*This has been reduced by approximately \$90.00 for Conference expenses and postage. C.G.M.

September 14, 1946

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

LIBRARY SERVICE TO SMALL BUSINESS AND INDUSTRY

A meeting called by Mr. Milam and Mr. Ogden was held at A.L.A. Headquarters, September 18, 1946. Present were: Miss Eleanor Plain, Librarian, Public Library, Aurora, Illinois; Mr. L. R. Hood, C.E.D., Aurora, Illinois; Miss Dorothy K. Brown, Librarian, Public Library, Kankakee, Illinois; Mr. R. R. Schuler, Assistant Secretary of the Chamber of Commerce, Kankakee, Illinois; Miss Elsie McKay, Librarian, Public Library, Freeport, Illinois; Miss Ruth P. Hughes, Librarian, Public Library, Freeport, Illinois; Mrs. Jones, Freeport, Illinois; Mrs. Hartman, Freeport, Illinois; Mr. Carl Ogden, Secretary, Chamber of Commerce, Freeport, Illinois; Miss Marian Wells, representative of S.L.A., 1st National Bank, Chicago; Miss Ruth W. Gregory, Librarian, Waukegan, Illinois and representative of the Public Library Division; Miss Olga Peterson, Headquarters Staff A.L.A.; Mr. Carl H. Milam, Executive Secretary, A.L.A.; Mr. Wilfred Laurier Morin, Assistant to the Executive Secretary, A.L.A.; Miss Lucille Deaderick, Editor, A.L.A. Bulletin.

Mr. Ogden explained his initial interest in library service to business and industry which grew out of conversations and observations in Freeport, where he is the Secretary of the Chamber of Commerce, and from reading Marian Manley's pamphlet, "Library Service to Business." He had discussed the matter with various people including the Executive Secretary of S.L.A. and officers in the headquarters of the U. S. Chamber of Commerce, and with the Executive Secretary of the A.L.A.

Mr. Milam told of the meeting with Mr. Ogden at which they discussed the desirability of a conference of businessmen and librarians in this area to consider how the library in a small city could improve and extend its specialized service to business. They had thought of inviting representative businessmen and librarians from cities ranging in population from 25,000 to 75,000 and within a radius of 150 miles of Chicago, and of asking the U. S. Chamber of Commerce, the C.E.D., the Department of Commerce and possibly other organizations to join with the A.L.A. and S.L.A. in attending, possibly in sponsoring, such a meeting. Mr. Ogden and Mr. Milam had decided, however, to solicit the advice of a few neighboring librarians and secretaries of chambers of commerce before going ahead.

Mr. Milam also told of his attending a meeting of the National Information Committee of C.E.D. and of his enthusiasm for the enlightened efforts of the C.E.D. to encourage reading and thinking on economic and business questions, and of their desire to have libraries assist. He also mentioned the expanding program of the Department of Commerce and the desire of officials of that Department to have Public libraries assist in the dissemination of information.

Spot announcements for public libraries: Series XXIX

(RETYPE THESE ON YOUR OWN LETTERHEAD WITH SUITABLE INSERTS. ONE TO A PAGE.)

ANNOUNCER: Planning to build? The shortage of materials can't last forever and you'll want to be ready when the time comes. For future use, read _____, by _____ or _____, by _____ for descriptions and plans of houses in all parts of the country.

And while you're at it, why not give some thought to the principles of interior decoration? You'll get many practical ideas from _____.

These are only a few of the books on home planning at your public library.

ANNOUNCER: Russia and the United States -- two nations upon whom the eyes of the world rest! Do they both want peace? For a better understanding, read (_____). Your librarian can suggest other books on this and similar subjects.

ANNOUNCER: The football outlook this year is brighter than it has been for some time. Men are getting down their guns and this time, they're out for rabbits, quail or deer. Autumn, 1946, promises to be a great sports season, all right! And when the exhausting day is over, how about a lazy evening with Kelly's Sportsman's Anthology or (name of book). These and many other books on sports are available at your public library.

ANNOUNCER: Housewives, do you have one meatball? If so, you're lucky in the present shortage. Try stretching it through recipes you will find in (name of cook book). And for any special problems such as parties or diets, be sure to ask your librarian for help. Maybe she can't cook, but she knows where to look for answers from the experts.

ANNOUNCER: Teensters! How was your last party? Were the boys in one corner, the girls in another? Not if you laid plans like those found in (name of book's) at your public library. And if it's the school Halloween

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PUBLISHING DEPARTMENT

PROGRESS ON PUBLISHING PROPOSALS

September-October, 1946

Administration - Children's Rooms. Editorial Committees of the A.L.A. and Division of LOYP at Buffalo expressed interest in such a project and two children's librarians have been asked to indicate by outline or other means the kind of material that should be included.

Administration - Public Library. With a view to determining what is still needed in this field, two librarians are being approached for suggestions as to content and possible authors.

Archives - Administration Manual. Correspondence with Dr. Solon Buck indicates that he has no prospect in the near future of doing any work on such a manual. He is in touch with Dr. Posner, his collaborator, to see if there is any possibility of the latter's reviving the project.

Bibliography. Dr. Van Hoesen, in a year's teaching assignment at Columbia, reports that progress is being made. An amount up to \$1500 has been made available to him for clerical assistance. He may be able to complete the manuscript by Fall, 1947.

Biography - American Library Pioneers - Wm. Frederick Poole. Mrs. Danton reports that Carl Roden has sent her one-half of the manuscript he is preparing on Poole.

Biography - American Library Pioneers - Justin Winsor. Since Joseph Borome is writing a book on Winsor on a Rosenwald Fellowship, it has been agreed that Richard Hensley will do no more work on the Winsor biography until after Borome's book appears. It can then be decided if his life has been adequately covered from the library standpoint.

Biography - American Library Pioneers - Omnibus Volumes. In order to get work on the omnibus volumes underway, machinery has been set in motion to curricularize for nominees for the volumes.

Book List - Buying - A Basic Book Collection for High Schools. In line with the decision reached at Buffalo to make the new edition a joint ALA-NEA-NCTE undertaking, NEA and NCTE have been approached for names of persons to serve on a joint advisory committee.

Book List - Buying - Books for the Slow Learning Child. Miss O'Melia's manuscript is in the hands of the second critic. It is hoped that we can express the extent of our interest shortly.

Book List - Buying - Books in Large Type. An effort is being made with the cooperation of Mildred Methven to persuade Miss Heenan not to drop this project since so much enthusiasm was expressed for it when it was first proposed.

Book List - Buying - Books Published in Germany 1939. According to correspondence with Mr. Lydenberg in September, there seem to be many IF's involved in arranging for the sale of a German counterpart to the McCombs list by the A.L.A.

X-2 015
A5
For A.L.A. Council Meeting
Dec. 27, 28, 29, 1946 Chicago

Proposed Amendment to the A.L.A. Constitution, Article IX,
on Endowment Funds

Be it resolved, That Article IX of the Constitution of the American Library Association be amended so as to read as follows:

Article IX. Endowment Funds

Sec. 1. All receipts from life memberships and all gifts for endowment purposes shall, subject to conditions attached thereto, constitute endowment funds. Such funds shall, subject to conditions legally incident thereto, be in the custody of three trustees, one of whom shall be elected by the Executive Board annually to hold office for three years from the date of his election and until his successor shall be elected. Any trustee may at any time be removed from office by a majority vote of the Executive Board at any meeting of said board. If any trustee resigns, dies, becomes incapacitated, or is removed during his term of office, a successor may be elected by a majority vote of the Executive Board at any meeting, and such successor shall serve for the remainder of the term of the original trustee and until his successor shall be elected. The trustees shall have authority to hold, invest, reinvest, disburse, and otherwise deal with endowment funds in accordance with such (powers) directions as may be (granted) given them by the Executive Board of the Association. The principal of and income from endowment funds shall be expended under the direction of the Executive Board but no such expenditure shall be made except in accordance with any conditions (made) imposed by the donors of any of such funds nor for any purposes which are not in consonance with the approved policy of the Association nor shall principal be expended unless expressly permitted by the terms of the gift, or any amendment

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X-2 673
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For A.L.A. Executive Board Meeting
December 27, 28, 30, 1946

December 13, 1946

TO: Executive Board, American Library Association
FROM: The Library Architecture and Building Planning Committee
SUBJECT: A.L.A. Library Buildings Information and Advisory Service,
Proposal by Mr. Vitz.

SUMMARY OF PROPOSAL

To facilitate furnishing practical advice on building problems, Mr. Vitz proposed the establishment at A.L.A. Headquarters, of a formal advisory service. Funds for the service were to be secured by endowments and/or fees. The budget and staff proposed were tentative but involved an expenditure of \$14,500 - \$24,500 with a staff of at least two full time people and architectural assistance as needed.

PRESENT ADVISORY SERVICE

At present, queries on library buildings received at A.L.A. Headquarters, are referred to the Headquarters Librarian. Routine questions involving literature or available plans and photographs, are answered directly with the suggestion that the Library Architecture and Building Planning Committee will be glad to give advice on any building program. Questions involving a specific problem are referred to this Committee for reply. (It may be well to point out that the Committee was set up in 1932, "to gather, and to advise A.L.A. Headquarters in making available, information on the related problems of architecture and building planning for libraries".) We have found that the amount of assistance that can be given by correspondence is definitely limited. Our usual procedure on anything but factual queries is to recommend the retention of a librarian as a consultant, to go over the building plans with the local librarian.

Such a procedure, of course, leaves much to be desired. A Committee with changing personnel and often, limited time to give to other peoples problems is not a first-class advisory service. The deficiencies of the system may be in part responsible for the establishment of building committees by the Public Libraries Division and the A.C.R.L.

VOLUME OF REQUESTS

The number of requests for information under the present system is not necessarily indicative of what it might be under a well organized advisory service. In the period from September 1 to November 14 of this year, nine requests relating to buildings were received at Headquarters. It was necessary to refer only one of these to the Committee. During the year 1945/1946, twenty-one queries were handled by the Committee. Correspondence prior to the war years is not available. However, the number of requests received at Headquarters in 1940, was thirty-one; twenty-four of the thirty-one asked for plans and/or pictures.

X-2673, 45
#183

For A.L.A. Council Meeting
Dec. 27, 28, 29, 1946
The Drake, Chicago

Tentative Draft

Report of Special Committee to Consider the Use of
Endowment Funds

The problem of use of endowment is a timely one, and one which is receiving wide study. In contrast to rapidly rising costs, the income of most endowments is far below that of years ago, and even the capital has not responded to current trends. This means that an endowment is much less useful at income-producing than it was a decade or two ago. It means also that institutions dependent upon endowment are seriously pressed to continue their programs.

The American Library Association is subject not only to this pressure, but the added pressure to expand its activities. It is proposed that present activities be continued and that expansion be made possible by annual expenditure of the capital as well as the income of the endowment received from the Carnegie Corporation.

This raises two questions: Is it possible, and Is it desirable?

As to possibility the donor has signified its willingness, and as to legality this committee is not concerned; As to arithmetic, it is clear that the process of consuming endowment can not continue indefinitely. It is a matter of sacrificing the future to the present, which must be determined on the basis of expediency or desirability.

As to desirability, it seems necessary to consider the original purposes of the endowment, its present use, the objectives of the Association, and the uses to which the released funds might be put.

Historically it is clear that the intent of the Carnegie Corporation in giving, and of the A.L.A. in receiving the endowment was to effect improvement of library service to the nation and the world through a strong central professional association. It seems clear to the present committee that it is to the best interests of all kinds and varieties of library service that the American Library Association be continuously maintained as a strong professional Association, similar in many respects to the National Education Association and the American Medical Association.

The vigor with which a professional association or any socially significant institution in modern society flourishes is, to a great extent, expressed by its ability to survive economic conditions, that is, to the extent which its income meets its needs. If society does not support it, there is a serious lack of contact. If its members do not support it, they themselves do not appear to value it. If it must depend upon resources of the past, as a social institution it is living in the past.

Please bring this with you to the Council meeting as additional copies will not be distributed because of paper shortage.

American Library Association
50 East Huron Street
Chicago 11, Illinois

School and Children's
Library Office
October, 1946

STATE SCHOOL LIBRARY SUPERVISORS

Alabama: Fannie Schmitt, School Libraries Consultant, State Department of Education, Montgomery.

Carrie Robinson, School Library Consultant for Negroes, State Department of Education, Montgomery.

Connecticut: Rheta Clark, Supervisor of School Libraries, State Department of Education, Hartford.

Florida: Sara Krentzman, Consultant on School Libraries, Florida College for Women, Tallahassee.

Georgia: Sarah Jones, Assistant Director, Division of Textbook and Library Service, State Department of Education, Atlanta.

Illinois: Alma Lundeen, Field Visitor for School Libraries, State Library, Springfield.

Indiana: Esther V. Burrin, Director, School Libraries and Teaching Materials, State Education Department, Indianapolis.

Louisiana: Sue Hefley, Supervisor of School Libraries, State Department of Education, Baton Rouge.

Massachusetts: Sarah A. Beard, Consultant, School Libraries and Work with Children, Division of Public Libraries, State Department of Education, 200 Newbury Street, Boston 16.

Michigan: Louise Rees, School Library Consultant, State Library, Lansing.

Minnesota: Ruth M. Ersted, Supervisor of School Libraries, Library Division, State Department of Education, St. Paul.

Mississippi: Catherine Clark, School Library Consultant, State Department of Education, Jackson.

New York: Anna Clark Kennedy, Supervisor of School Libraries, State Education Department, Albany.

N. Carolina: Mrs. Mary Peacock Douglas, School Library Advisor, State Department of Public Instruction, Raleigh.

Oregon: Agnes Shields, School Library Specialist, Oregon State Library, Salem.

S. Carolina: Nancy Jane Day, Supervisor, School Library Division, State Department of Education, Columbia.

X-2613.45
#165

For A.L.A. Executive Board Meeting
December 27, 28 and 30, 1946
The Drake, Chicago

The Committee on Opinion Polling was instructed to consider the matter and implications of opinion polling for libraries. We wish to report that:

1. Polls on library use tend to confirm what is commonly known by librarians.
2. Any projected poll should be designed to cover new ground, rather than to secure new samplings of information already available.
3. Unless libraries are prepared to follow up on information already secured, costs involved in new surveys are not justified.
4. When samplings are small in proportion to the total population, they must be interpreted as samplings and not numerically.
5. Greater attention needs to be given to the problem of the non-user and to the dissatisfaction of the library user.
6. Opinion polling, as a device to aid in survey work, is apparently more desirable for purposes of recording accomplishments than in indicating neglected areas.

Thus far, opinion polling has not thrown new light on the social function of the library in American communities, but refinements or adaptations in the technique may enable it to do so.

Respectfully submitted,

Gertrude E. Gscheidle
Lowell Martin
Emerson Greenaway, Chairman

December 16, 1946

JN 13173

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#186

X-2 973

For A.L.A. Council Meeting
Dec. 27, 28, 29, 1946
The Drake, Chicago

To the Council of the American Library Association:

The White Award Committee approves the proposal to renew the James T. White Award made by the A.L.A. Public Relations Committee to the Executive Board, namely to change the former award from a medal made to the librarian who had published in the two years preceding the annual A.L.A. Conference, the best piece of professional writing, to a library school scholarship to be awarded the school making the most original departure in education for librarianship.

The present White Award Committee agrees that an award of this nature would serve an eminently useful purpose. It would indicate an awareness existing outside the profession of the constantly changing scope of the profession of librarianship; it would stimulate experimentation in the field of education for the profession; be another incentive to an ever finer screening of candidates for admission to the schools, and encourage renewed testing of educators for librarianship for demonstrably creative qualifications.

The award of a library school scholarship by Mr. White to the library school giving evidence of having made the most outstanding contribution to education for librarianship, would prove of reciprocal value, since while calling attention to an original achievement by one school in the teaching end of the profession, it would at the same time keep the donor of the award apprized of the ever changing needs and requirements of librarianship, and through him others similarly engaged in endeavoring to meet those needs and requirements with reliable standard works of reference.

This committee has been given to understand that Mr. White has expressed willingness to renew his former award in the form of a library school scholarship to be known as an A.L.A. Library School Scholarship, thus foregoing any of the publicity assumed to attach to such an award. In view of this generosity and the aforementioned advantages to be derived from an award of the nature described, this committee unhesitatingly recommends acceptance of the James T. White Award.

Respectfully submitted,

Doris Hoit
William Hugh Carlson
Agnes Camilla Hansen, Chairman

December 4, 1946

JN 13148

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#187

X-2 010

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For A.L.A. Executive Board Meeting
Dec. 27, 28, 30, 1946

SUGGESTED PLAN FOR SABBATICAL LEAVES FOR STAFF OF THE
AMERICAN LIBRARY ASSOCIATION

Introduction

This plan for sabbatical leaves is suggested as a means of increasing an employee's value to the library profession and to the A.L.A. by providing him with periodic leaves for his intellectual stimulation and growth. To enable him to devote his full time and energy to carry out the project which he initiates, the plan provides that not only time but also financial compensation shall be given him.

Such leaves should not be confused with vacations. Sabbatical leaves cannot be granted automatically to all members of the staff. Only those presenting satisfactory projects can be considered and there may often be more applications than can be approved in any one year.

This plan provides only a broad basis on which to begin to grant sabbatical leaves. Many decisions on details will have to be made by the Executive Secretary after the plan is in operation.

Purposes

Sabbatical leaves will be granted for study, research and investigation, travel, or for work of a professional nature in a library or other agency.

Eligibility

All full-time members of the A.L.A. Headquarters staff who have been on the staff five years will be eligible to apply for sabbatical leave. An employee's years of service will be counted from the date of his employment with the A.L.A. and will be calculated to the estimated date for the beginning of the leave, except that service before January 1, 1945 will not be counted. Sabbatical leaves may be repeated after every five years of continuous service (i.e. in the sixth year, eleventh year, etc.).

Alternative: All full-time professional members of the A.L.A. Headquarters staff who have been on the staff five years will be eligible to apply for sabbatical leave, etc.

Length of leave

The sabbatical leave will consist of four months at full pay or eight months at half pay. The leave should be taken at one time. The vacation for the full year in which leave is taken may be added to the leave.

Salary, etc.

Salary increments and retirement provisions will not be affected by sabbatical leaves. If the person is to get anything more than expenses from a source other than the A.L.A. during his sabbatical leave, his A.L.A. salary will be adjusted accordingly.

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#188

American Library Association A 5
 50 East Huron Street
 Chicago 11, Illinois
 December 1946

JURY ON THE CITATION OF TRUSTEES

Created by Council, May 1940, on the recommendation of the Trustees Section as follows:

WHEREAS, Awards are being made by the American Library Association to librarians for distinguished service, and

WHEREAS, Without financial reward, some 30,000 library trustees throughout the land give of their time and thought voluntarily to the cause of library service, and many trustees look upon their library work as their opportunity for genuine public service; therefore be it

RESOLVED, That the Council of the American Library Association adopt a plan to give national recognition to meritorious achievements through citation of outstanding library trustees, under the following conditions:

1. That the plan be adopted for a trial period not to exceed three years, when it is recommended that it again be considered.
2. That two library trustees be cited for distinguished service each year.
3. That the citations be made annually at a general session of the American Library Association.
4. That equal consideration be given to trustees of small and large libraries.
5. That the jury may take into consideration state or national library activities as well as service to the local library.
6. That citations be limited to trustees in actual service during at least part of the calendar year preceding the conference at which the award is made.
7. That recommendations for citations may be submitted by any library board, individual library trustee, state library extension agency, state library association, or state trustee organization, or by the Trustees Division of the American Library Association, and that recommendations must be accompanied by a full record of the candidates' achievements.
8. That recommendations must be received by March 1 to be considered for citations at the next annual meeting.
9. That the Executive Board of the A.L.A. appoint a special jury on citation of trustees to include three trustees nominated by the Trustees Division, one state library extension worker, and one librarian of a city or county public library.
10. That the jury be authorized to make no citations in any given year when, in its opinion, no sufficiently outstanding achievement is brought to its attention; or that it be authorized to make only one citation.

FOR IMMEDIATE RELEASE

From: A.L.A. Headquarters
50 East Huron Street
Chicago 11, Illinois

TRUSTEES WILL BE HONORED AGAIN

The nominations for citation of Trustees must be in not later than March 1, 1947 and preferably earlier. Mrs. Philip Sidney Smith, the Chairman of the A.L.A. Jury on Citation of Trustees announces that the Committee wishes recommendations for the annual citation of Trustees for the year 1946-47. These recommendations, with supporting evidence, should be sent to Jury on Citation of Trustees, A.L.A. Headquarters, 50 East Huron Street, Chicago (11), Illinois.

After a trial period of three years, upon the recommendation of the Jury on the Citation of Trustees, the A.L.A. Council at its meeting on October 13, 1944 unanimously voted to continue the annual citations.

Those who may send in names to be considered are: Library Boards, Individual Library Trustees, State Library Extension Agencies, State Library Associations or the A.L.A. Trustees Division.

The work of Trustees of large and small libraries to state and national library activities as well as service to the local library are given equal study and consideration.

The only limitation put upon those to be nominated is that each Trustee must be in actual service at least part of the calendar year preceding the conference at which awards are made.

Since the first citations were presented at the Boston Conference in 1942, two have been awarded each year. In 1946 Mrs. Myrtle J. Price of Tuscaloosa, Alabama and James J. Weadock, Jr., of Lima, Ohio were cited for their meritorious service as Trustees.

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American Library Association
50 East Huron Street
Chicago 11, Illinois
December, 1946

CITATION OF TRUSTEES

In order to give national recognition to the meritorious achievements of library trustees, the Council, at its meeting, May 31, 1940, unanimously adopted a resolution for the annual citation of two trustees at a general session of the American Library Association for a trial period of three years. Through the freezing of boards and committees due to war conditions the trial period was extended to the fourth year. Upon recommendation of the Jury on Citation of Trustees, the Council, at its meeting, October 13, 1944, unanimously voted to continue the annual citations to two trustees for distinguished service under the following conditions: that equal consideration be given to trustees of large and small libraries; that consideration be given to state and national library activities as well as service to the local library; that citation be limited to trustees in actual service during at least part of the calendar year preceding the conference at which the award is made; that recommendations for citations may be submitted by any library board, individual library trustee, state library association or state trustee organization, or the A.L.A. Trustees Division, accompanied by a full record of the candidate's achievements. Citations have been awarded to the following:

1941 Rush Burton, trustee, Franklin County, Georgia, Library Board,
and editor, Lavonia, Georgia, Times.

William Elder Marcus, trustee, Free Public Library, Montclair,
New Jersey

1942 The late James Oliver Modisette, chairman, Louisiana Library
Commission (Award made posthumously)

Charles Whedbee, trustee, North Carolina Library Commission
(Award made posthumously 1945)

1943 Mrs. Marian Doren Tomlinson, trustee, Public Library, Evanston,
Illinois

Ora L. Wildermuth, trustee, Public Library, Gary, Indiana

1944 Mrs. Lenore W. Smith, trustee, Public Library of the District
of Columbia, Washington, D. C.

B. F. Coen, trustee, Fort Collins Public Library and the
Larimer County Library, Fort Collins, Colorado

1945 Mrs. A. W. Errett, Jr., trustee, Public Library, Kewanee, Illinois

M. M. Harris, trustee, San Antonio, Texas, Public Library, and
editor of San Antonio Express and San Antonio Evening News

1946 Mrs. Myrtle J. Price, trustee, Tuscaloosa County Library,
Tuscaloosa, Alabama

James J. Weadock, Jr., trustee, Public Library, Lima, Ohio.

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D. C.	450	476	490
Florida.....	167	187	170
Georgia.....	181	167	164
Idaho.....	41	39	29
Illinois.....	1,166	1,111	1,239
Indiana.....	416	411	429
Iowa.....	239	230	226
Kansas.....	203	182	180
Kentucky.....	156	144	145
Louisiana.....	177	200	193
Maine.....	71	76	74
Maryland.....	236	254	279
Mass.....	730	750	766
Michigan.....	769	811	784
Minnesota.....	405	407	378
Mississippi.....	82	69	68
Missouri.....	309	306	291
Montana.....	45	46	55
Nebraska.....	136	124	124
Nevada.....	12	12	13
N. H.....	96	98	91
New Jersey.....	447	467	462
New Mexico.....	47	55	55
New York.....	1,834	1,912	2,068
N. C.....	302	289	299
North Dakota.....	44	47	41
Ohio.....	953	947	978
Oklahoma.....	101	93	103
Oregon.....	151	175	201
Pennsylvania.....	759	743	816
Rhode Island.....	101	90	95
S. Carolina.....	87	104	108
South Dakota.....	52	48	58
Tennessee.....	250	259	257
Texas.....	373	377	378
Utah.....	58	56	46
Vermont.....	49	56	51
Virginia.....	274	260	260
Washington.....	241	243	324
W. Virginia.....	70	91	85
Wisconsin.....	374	374	425
Wyoming.....	31	26	21
	11,320	11,536	15,164

OUTLYING TERRITORIES
AND POSSESSIONS

Alaska Terr.....	3	4	7
Hawaii.....	45	55	66
Canal Zone.....	2	3	3
Puerto Rico.....	12	8	8
Virgin Is.....	1	1	1
	63	71	85

CANADA

Alberta.....	9	19	14
Brit. Col.....	59	49	60
Manitoba.....	7	6	10
New Brunswick.....	5	4	5
Nova Scotia.....	10	13	12
Ontario.....	112	125	161
P. E. I.....	2	2	2
Quebec.....	49	51	52
Saskatchewan.....	4	11	19
	257	280	335

Chile.....	1	1	2
China.....	3	5	9
Colombia.....	7	5	3
Costa Rica.....	3	2	1
Cuba.....	5	5	5
Czechoslovakia.....	0	0	1
Dominican Rep.....	0	0	1
Ecuador.....	22	23	1
Egypt.....	2	2	2
Eire.....	1	1	1
El Salvador.....	1	1	1
England.....	15	22	24
France.....	0	1	5
Germany.....	0	0	1
Greece.....	0	0	1
Guatemala.....	1	2	2
Haiti.....	1	0	0
Holland.....	1	2	2
India.....	10	12	11
Italy.....	1	1	1
Japan.....	0	0	2
Korea.....	0	0	1
Liberia.....	1	0	0
Mexico.....	16	46	19
New South Wales.....	3	3	2
New Zealand.....	7	7	7
Newfoundland.....	2	2	2
Nicaragua.....	3	11	0
Norway.....	3	3	3
Palestine.....	1	2	1
Panama.....	2	4	1
Peru.....	3	1	0
Philippine Rep.....	0	0	4
Poland.....	0	0	1
Scotland.....	2	2	0
South Australia.....	2	4	2
Sweden.....	2	1	8
Switzerland.....	0	1	1
Tasmania.....	1	0	1
Turkey.....	1	1	1
U. of So. Africa.....	9	14	14
U. S. S. R.....	1	0	29
Uruguay.....	3	9	6
Venezuela.....	0	1	3
Victoria, Australia.....	1	3	3
Wales.....	1	1	1
West Africa.....	1	1	1
Western Australia.....	1	1	1
	159	231	216

GRAND TOTAL 11,799 15,118 15,800

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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

December 4, 1946

To the Executive Board:

Conference on Business Library Service. On November 12, at the John Crerar Library, a Conference was held on Library Service to Industry and Small Business. Other organizations helping the American Library Association and A.L.A. Division of Public Libraries to sponsor the Conference were: the Committee for Economic Development, Conference of American Small Business Organizations, the Illinois State Chamber of Commerce, Special Libraries Association, United States Department of Commerce, and United States Junior Chamber of Commerce. The program consisted of a Symposium with Miss Marian C. Manley as Chairman. The other Symposium speakers were: Mr. V. Lewis Bassie of the Office of Program Planning, United States Department of Commerce, who spoke on "The United States Department of Commerce and Public Libraries;" Mr. Howard Volgenau, Director of Information, C.E.D., "Raising the Level of Economic Literacy;" Miss Rose L. Vormelker, Head, Business Information Bureau, who spoke on "Public Library Service to Industry and Small Business".

The afternoon was devoted to a Workshop Program. The speakers were: Miss Muriel E. Perry, Librarian, Decatur Public Library, who spoke on "Organizing the Library for Service to Business;" Mrs. Esther G. Cope, Assistant Librarian, Maywood Public Library, who spoke on "Budgeting;" Miss Winifred E. Baum, Acting Head, Business Division, Chicago Public Library, who spoke on "Promoting Library Service to Business". The leaders for the discussion period following the speakers were: Miss Marian C. Manley and Mr. Carl F. Ogden.

The objectives of the Conference were to present the needs and possibilities for better library service to industry and small business; to present suggested ways and means by which librarians could explore jointly with businessmen, the implementations of adequate services to industry and small business.

There was a 56% attendance of the invited librarians, a 100% representative attendance from the sponsoring organizations and a very adequate representation of the invitees. A steering committee was elected:

Miss Muriel E. Perry, Chairman
 Miss Ruth Gregory, Waukegan
 Mr. H. Harland Shaw, Conference of American Small
 Business Organizations
 Mr. Carl F. Ogden, Secretary of the Chamber of Commerce,
 Freeport, Illinois
 Mr. George R. Jones, Trustee, John Crerar Library

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